



HUIS COLETTE

BOARDING HOUSE DISCIPLINARY POLICY

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| Approved by: | Approval Date: | Next Reviewed: |
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INTRODUCTION

The school considers one of the most significant forms of discipline to be that which the individual boarder imposes upon himself/herself. This policy on boarding house discipline aims to make each boarder aware of the value of self-control, and order, and the need to cultivate a sense of responsibility for his/her conduct and for the larger community of which he/she is a part. This document sets out the core principles of the school's boarding house disciplinary process to ensure that boarders (and their parents or guardians) are fully aware of what is expected of them and to ensure fairness if a disciplinary process is necessary. Discipline impacts the learning process by creating a stress-free environment for apportioning time to various activities, improves planning through observing and maintaining a set daily routine, moulds learner character and enhances their motivation, enables the setting of good examples, and positively contributes to academic success.

PURPOSE

1. The purpose of the disciplinary process is to ensure that boarding students adhere to the boarding house policy signed by each of them on admittance to the boarding house.
2. The head of boarding, housemaster and housemistress have the authority to effect punitive and corrective measures for breaches of this policy.
3. There are three categories of breach (breach categories):
 - 3.1. **Level 1** breaches may be dealt with by the housemistress and housemaster and/or the head of boarding.
 - 3.2. **Level 2** breaches must be dealt with by the head of boarding, the housemaster/housemistress of the boarding assistant assigned to the boarder.
 - 3.3. No legal representation is permitted in respect of level 1 and 2 breaches.
 - 3.4. Where an offence is a **level 3** breach, it is to be referred to the headmaster for a decision on disciplinary action. The principal and the head of the boarding will decide jointly on the level of disciplinary action required. Depending on the level of seriousness, the regularity of repeated misconduct and the circumstances, they may decide on a lesser sanction e.g., an intervention by an outside counsellor or body, a meeting with parents and a letter of warning, a final letter of warning or a short suspension. However, if it is serious, it will be referred to a hearing before a disciplinary committee made up of at least two parent members of the boarding house committee, the headmaster, head of boarding, and housemaster involved and, where possible, chaired by a legally trained person (e.g., an advocate or an attorney). Parents will be notified timeously.

MEALS

1. Mealtimes are as follows:

| Meals | Weekdays | Weekends |
|-----------|----------|----------|
| Breakfast | 07h00 | 09h00 |
| Lunch | 13h30 | 13h00 |
| Dinner | 18h00 | 19h00 |

2. Boarders must enter quietly and orderly.
3. No boarder may be deprived of a meal for any reason.
4. No boarder may be forced to eat or drink against their will but will be encouraged to try.
5. 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. No food, plates, cutlery, glasses or any other kitchen equipment may be removed from the dining room.
7. If a boarder is unable to attend a meal or will arrive late, they must inform the staff well in advance.
8. Dress code for dinner:
 - 8.1. No transparent, revealing or inappropriate clothing.
 - 8.2. No strapless tops, spaghetti straps, midriff or back-revealing outfits.
 - 8.3. No very short or tight dresses/skirts/pants, excessively short shorts, and ski pants.

CELLPHONES/IPADS

1. Boarders will hand phones in at the following times:

| | | CELLPHONES | | |
|-----------|-------|------------|-------|-------|
| Time | OUT | IN | OUT | IN |
| Mon - Thu | 17h00 | 17h45 | 09h00 | |
| Friday | 13h30 | 22h00 | | |
| Saturday | 09h30 | 11h00 | 13h30 | 22h00 |
| Sunday | 09h30 | 11h00 | 13h30 | 21h00 |

| | | IPADS | | |
|-----------|-------|-------|-------|-------|
| Time | OUT | IN | OUT | IN |
| Mon - Thu | 06h45 | 14h20 | 18h00 | 21h00 |
| Friday | 13h30 | 22h00 | | |
| Saturday | 09h30 | 11h00 | 13h30 | 22h00 |
| Sunday | 09h30 | 11h00 | 13h30 | 21h00 |

2. Cellphones/iPads must be clearly labelled, fully charged and switched off or on silent before being handed in.
3. If a boarder doesn't hand in their phones/iPads at the correct times 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/iPads. ***This is not negotiable***

LAUNDRY SERVICE

1. Every Tuesday clothes can be sent to wash, N\$80 per bundle.
2. Each boarder's clothes must be clearly marked.
3. A washing items list must be added to the bag of clothes, which can be found in the boarding house.

BREAKAGE/DAMAGES

1. Breakage/Damages must immediately be reported to the relevant staff member.
2. Deliberate damage to property will lead to disciplinary action.
3. Boarders will be held accountable for breakage and will receive an invoice.

SELLING OF GOODS

No selling or buying goods in the hostel between boarders is allowed. If caught, all goods will be confiscated for the remainder of the term.

BREACHES

1. The following are **examples** of breaches in various categories. It is not intended to be an exhaustive list:

| HOUSE RULE: | SANCTION: |
|--|--|
| Rooms were untidy during an inspection. | Must be tidy immediately. |
| The dining hall was untidy after dinner. | The whole table must clean all the tables the next dinner. |
| Throwing stuff out of the window. | Must clean around the boarding house premises immediately. |
| Coming to dinner not wearing the correct dress code. | Must go and change immediately. |
| Late for dinner. | Must clean all the tables for the same dinner. |
| Late for study. | Study while standing. |
| Talking during study. | Study while standing. |
| On cellphone/iPad – not academic. | Confiscating cellphone/iPad – only receive next morning |
| Playing loud music which is disruptive. | The speaker will be confiscated until Friday. |
| Excessive screaming or shouting in the hostel. | Must wash dishes the next day (times can increase). |
| Being in another boarder's room after lights out or at unauthorized times or without permission. | Must clean all tables (times can increase). |
| Being in the hallway at unauthorised times. | 3 min plank/wall sit. |
| Inappropriate or disruptive behaviour after lights out. | Must wash dishes the next day (times can increase). |
| Entering the boarding house at unauthorised times without prior permission. | No cellphones/iPads for the rest of the week. |
| Failure to hand in electronic devices per the rules. | Confiscated till Friday. |
| Selling goods in the boarding house/premises. | Confiscate goods. |
| Climbing through any window or ceiling. | No "Koskas" for the rest of the week & dishes once. |
| Use of electrical appliances in the bedroom (Heaters, electric blankets, toasters and kettles). | Confiscated for a term. |

2. House rules and levels

| Rule | Level 1 | Level 2 | Level 3 |
|--|---------|---------|---------|
| Allowing any non-boarding house person into the boarding house without permission. | x | | |
| Leaving the boarding house without permission. Truancy. | x | | |
| Selling and buying any products in the boarding house. | x | | |
| Untidy of unkempt appearance, hair included (not complying with policy). | x | | |
| Stealing or theft of any items. | | X | |
| Vandalism of wilful destruction of property (furniture, equipment, appliances, graffiti). | | X | |
| Possession or use of and/or distribution of prohibited substances on property. This includes but is not limited to cigarettes, vapes, alcohol, drugs, and weapons. | | | x |
| Being under the influence of alcohol or any narcotic and/or drugs. | | | x |
| Possessing, threatening with or using dangerous weapons. | | | x |
| Abusing position and privileges as a senior. | | X | |
| Ordering younger boarders to use their own money to buy food/goods for them. | x | | |
| Inappropriate language or swearing. | x | | |
| Rude or disrespectful attitude or behaviour when dealing with staff. | x | | |
| Misbehaviour at boarding outings. | | X | |
| Repeated defiance, insolence, gross insubordination or disobedience with no signs of improvement in behaviour. | | X | |
| Failure to report when sick and unable to attend school. | x | | |
| Use of fire extinguishers or any safety features in the boarding house for non-emergency events. | x | | |
| Being in areas which are out of bounds. | x | | |
| Repeated verbal denigration or belittling of other boarders. | x | | |
| Keeping medication without prior permission. | x | | |
| Distribution of personal chronic medication to other boarders. | x | | |
| Borrowing items from other boarders without their permission. | x | | |
| Assault or fighting or premises or aggressive behaviour that causes injury. | | X | |
| Actions endangering the safety of boarding house staff or boarders. | | X | |
| Bullying (physical, verbal, emotional or any form of intimidation, hazing or initiation). | x | | |
| Sexual indecency, nudity and sexual relationships in the boarding house | | | x |
| Accessing, displaying, possessing or distributing pornography or any other explicit material which is deemed inappropriate. | | | x |
| Hate Speech or discriminatory material. | | | x |
| Violent or graphic content with inflammatory or offensive language. | | | x |

RESPONSES OR ACTIONS

The following are examples of responses or actions according to the breach category. It is not intended to be an exhaustive list:

| Level 1 | Level 2 | Level 3 |
|---|---|--|
| <p>Applied by the housemaster/housemistress or head of boarding.</p> <p>Parents will be contacted if deemed necessary.</p> <p>Verbal Warning</p> <p>Punishment may include:</p> | <p>Applied by the housemaster/housemistress in consultation with the head of boarding.</p> <p>Written/Final Warning</p> <p>Punishment may include:</p> | <p>Referred to the headmaster for a decision on disciplinary action. The headmaster and head of boarding will decide jointly on the level of disciplinary action required (e.g. a final letter of warning and suspension). However, the headmaster has the prerogative to decide whether to refer the matter to a hearing in front of the disciplinary committee.</p> <p>Parents will be notified.</p> <p>Punishment may include:</p> |
| <p>1.1. Writing out a section of boarding rules or school rules or newspaper articles or the like, not to exceed 1000 words.</p> | <p>2.1. Any Level 1 punishments in addition to any Level 2 punishment.</p> | <p>3.1. Any Level 2 punishments in addition to any Level 3 punishment.</p> |
| <p>1.2. Detention</p> | <p>2.2. Suspension from participation in sports or culture events.</p> | <p>3.2. Immediate suspension pending a disciplinary hearing.</p> |
| <p>1.3. Repair and replace of damage</p> | <p>2.3. Detention</p> | <p>3.3. Parents may choose to withdraw their child from the boarding house. A <i>hearing will then not take place.</i></p> |
| <p>1.4 Confiscating of cellphones/iPads/Speaker etc</p> | <p>2.4. Suspension from the boarding house for a period not exceeding 2 weeks.</p> | <p>3.4. Outcome of hearing may lead to suspension up to the equivalent of a full term (i.e. six weeks) or expulsion from the boarding house.</p> |
| <p>1.5. Community service in the boarding house for a specified period, such as:</p> <ul style="list-style-type: none"> • Assisting in the kitchen before and after meals. • Assisting with cleaning school/boarding house premises | | <p>3.5. Should the conduct of the boarders constitute serious misconduct, the matter may be reported to the Roots Gymnasium governing body for a formal disciplinary hearing, which may lead to the recommendation of expulsion from school, in accordance with the Disciplinary Policy.</p> |
| | | <p>3.6. Matters concerning possession of prohibited substances, being under the influence of prohibited substances (including drugs or alcohol), possession of dangerous objects (such as weapons) and/or stealing, the matter may be reported to the school's governing body for a formal disciplinary hearing, which may lead to the recommendation of expulsion from school.</p> |

DISCIPLINARY HEARING PROCEDURE

1. Collection of evidence

- 1.1. The housemaster/housemistress or the head of boarding to interview the relevant parties involved or witnesses to establish the facts and relevant details and may require that boarders, educators, or adults involved provide written statements.
- 1.2. If the housemaster/housemistress or head of boarding is involved in the investigation in any manner, he/she/they will not be part of the Disciplinary Committee.

2. Before the hearing

- 2.1. Parents will be contacted by phone and informed of the events by the head of boarding.
- 2.2. A written notification of the disciplinary hearing will be sent, including details of the charges.
- 2.3. The boarder may be suspended from the boarding house until the hearing, depending on the seriousness of the offence, after a brief pre-suspension hearing. The boarder may, in the exclusive discretion of the headmaster, be suspended pending the outcome of the disciplinary hearing.
- 2.4. The boarder may be accompanied by his parents or a nominated family representative at the disciplinary hearing or the parents may choose to have the boarder represent himself/herself. The boarder may request the attendance of a staff member as an alternative to speak on his/her behalf.
- 2.5. Legal representation is only permitted if agreed to by both parties.
- 2.6. The Disciplinary Committee will ensure that at least 48 hours before the hearing:
 - 2.6.1. The boarder and his/her parent(s) or guardian(s) are given a copy of this document.
 - 2.6.2. The boarder and his/her parent(s) or guardian(s) and the head of boarding house are provided with copies of all statements that may have been taken; and
 - 2.6.3. A copy of this Boarding House Disciplinary Policy is given to the boarder and his/her parent(s) or guardian(s).

3. THE HEARING

1. Procedure:

- 1.1. The hearing must be minuted or recorded.
- 1.2. Call the boarder and his/her parents/guardians or representative.
- 1.3. Ensure that parents/guardians and/or representatives and the boarder are aware of the hearing and appeal process and the relevant timeframes.
- 1.4. Explain the charges to the learner.
- 1.5. The headmaster, head of boarding, housemaster/housemistress, or their nominated representative, to present the boarding house's case.
- 1.6. Allow the boarder, parents/guardians or representative to respond.
- 1.7. The chair summarizes the issue(s).
- 1.8. The parents/guardians, representative or the boarder to be allowed to respond.

- 1.9. Hearing adjourned for the chair to prepare a written determination in collaboration with other members of the disciplinary committee.

2. The outcome:

- 2.1. The headmaster will inform the parents in writing of the outcome by providing them with a copy of the committee's determination.
- 2.2. The boarder may either accept the outcome or appeal to the Chairperson of the school governing body, who will appoint an appeal committee consisting of three serving members of the governing body.

INTERNAL APPEAL PROCESS

- 1.1. The boarder may appeal against both the finding of guilt and/or the sanction/s ("the outcome"), provided there are reasonable grounds for the appeal. The appeal must be based on evidence that the disciplinary committee, for example, did not apply the provision of the policy document(s) correctly, made an error of fact, or that due process was not followed.
- 1.2. Appeals must be lodged in writing with the Chairperson of the school governing body within 48 hours of being provided with the outcome and must detail the grounds of appeal in full.
- 1.3. The appeal committee must be provided with the minutes of the hearing as well as any evidence presented at that hearing.
- 1.4. The appeal shall be decided on the record of the initial disciplinary hearing. The appeal committee may, however, in the sole and absolute discretion of the appeal committee, request further information and/or call witnesses to hear evidence.
- 1.5. The appeal committee will decide on the appeal as soon as possible after it is lodged.
- 1.6. Boarders suspended pending the outcome of the disciplinary process shall remain so until the appeal process is concluded.
- 1.7. The outcome and disciplinary action determined by the disciplinary committee shall be binding and enforceable until the appeal process is concluded.
- 1.8. The decision of the appeal committee shall be final.

APPENDICES

DEFINITIONS

1. **Head of boarding**

A senior leadership position within the boarding house. The Head of Boarding is responsible for overseeing the overall management and well-being of the students who live on campus.

2. **Headmaster**

The headmaster serves as the primary executive officer or principal of the school, tasked with overseeing the comprehensive administration, leadership, and management of the educational institution (Roots Gymnasium).

3. **Housemaster**

The male individual responsible for overseeing the day-to-day operations and well-being of students within the boarding house.

4. **Housemistress**

The female individual responsible for overseeing the day-to-day operations and well-being of students within the boarding house.

5. **Boarder**

A student who resides at the school during the academic term in the boarding house (residential facility).

6. **Boarding assistant**

A staff member responsible for providing support and assistance in the management of a boarding facility.

7. **Boarding house**

A residential facility provided by the school (Roots Gymnasium) where students live during the academic term.

8. **Boarding house premises**

Refers to the entire area or property associated with a boarding house. It encompasses all the physical spaces, buildings, and grounds where the boarding house operates. This may include the following:

9. **Gymnasium**

A facility designed for physical exercise and fitness training.

10. **Senior**

Grade 9 and above.

11. **The rules**

Refers to explicit guidelines or instructions that are established to govern behaviour, actions, or procedures within the boarding house. These rules serve as standards or principles that help maintain order, fairness, and consistency within the boarding house.

12. The school

The institution that is Roots Gymnasium Private School, designed for the purpose of providing education and facilitating learning.

TEMPLATES

VERBAL WARNINGS

Name of student/boarder: _____

Grade: _____

Date: ____/____/____

1. You are hereby notified that you committed an offence which is unacceptable, in that you:

2. You are verbally warned to refrain from such unacceptable behaviour and to comply with the policies and procedure in the future.

3. You are further informed that this Verbal Warning will be valid for a period of six months and will lapse on _____20____.

4. Should you commit the same or similar offence in the future, more serious disciplinary steps will be taken against you.

BOARDMASTER

DATE

I acknowledge that the content of this document was explained to me and that I understand the consequences thereof.

STUDENT/BOARDER

DATE

WRITTEN WARNING

Name of student/boarder: _____

Grade: _____

Date: ____/____/____

1. You are hereby formally warned in writing for having committed the following misconduct on _____20____, in that you:

2. The student/boarder views this conduct as unacceptable and trusts that you will view this warning in a serious light. Should you continue with this unacceptable behaviour in future, it would lead to more serious disciplinary steps being implemented against you.

3. You are further informed that this Written Warning will be valid for a period of six months and will lapse on _____20_____.

BOARDMASTER

DATE

I confirm that the content of this document was explained to me and that I understand the content and consequences thereof.

STUDENT/BOARDER

DATE

FINAL WRITTEN WARNING
(ADMISSION OF GUILT)

Name of student/boarder: _____

Grade: _____

Date: ____/____/____

1. You are hereby formally issued with a Final Written Warning for having committed the following misconduct:

2. This unacceptable behaviour is viewed in a very serious light by the employer and will not be tolerated in the future. The continuation of the above-mentioned misconduct, might lead to your suspension.
3. Should your behaviour not improve immediately or if you commit a similar offence, within the next twelve months, a Formal Disciplinary Hearing will be held.
4. This Final Written Warning will be valid for a period of twelve months and therefore will laps on _____.

BOARDMASTER

DATE

I confirm that the content of this document was explained to me and that I understand the content and consequences thereof.

STUDENT/BOARDER

DATE

NOTICE OF DISCIPLINARY HEARING

Name of boarder: _____

Grade: _____

Date: ____/____/____

1. You are hereby notified that, as a result of your breach of the Huis Colette boarding disciplinary policy, a disciplinary hearing will take place on ____/____/____ (date) at _____ (time) at _____ (place).

Alleged breach and date:

- 2. Your parent(s) or guardian(s) may represent you.
- 3. Should you decide not to attend, the hearing will be held in your absence.
- 4. Should you decide to use witnesses, you must make arrangements for their attendance.
- 5. Should you need an interpreter; you need to inform the person who gave you this notice.

COPY RECEIVED ON ____ DAY OF _____ 20____ AT ____ (TIME).

SERVER NAME

SERVER SIGNATURE

BOARDER NAME

BOARDER SIGNATURE