

Code of Conduct

Modicademy Boarding School



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A. **Boarding policy**

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1. Introduction

The intention of Modicademy Boarding School is to create a home away from home for your child. We provide you with a safe facility where you can rest assured that, although your child can't be with you during the week, he/she will be loved and cared for in a safe environment. At Modicademy we live like a family, but we function like an army.

2. General

Boarders are expected to know and obey the 21 Rules of This House, the Boarding Policy and Rules.

Each boarder is bound by the school's Code of Conduct for learners, over and above Boarding Policy and Rules.

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3. Admission

Admission to the school does not imply automatic admission to the hostel. There is no constitutional right to hostel boarding.

The founder and principal alone is responsible for the regulation and control of any hostel admission. The founder and principal reserved the right to ask for a report from the present/previous school regarding the behaviour and academic performance of an applicant.

At the end of every year the boarder will apply for reregistration.

4. Boarding fees

A once off deposit becomes due as soon as the applicant is approved to attend the Modicademy boarding facility. The deposit is non-refundable.

Each parent / guardian is responsible for full boarding fees of his/her child/children.

Boarding fees are payable in **advance** each month, term or year, or as agreed in writing with the founder or principal.

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 founder and principal, the boarder will be asked to leave the boarding facility and become a day scholar until the full amount has been settled.

Boarders must give one term's notice if they will be leaving the boarding facility 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.

If fees are not paid in advance, parents will be notified. If fees are still not paid or a written agreement is not made, then the parents will be advised to collect their child/children from the boarding facility, until proof of payment is received.

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B. Hostel Rules

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1. Code of conduct and discipline

The hostel head, his/her staff and hostel leaders are responsible for maintaining discipline at the hostel.

Fighting and physical handling among boarders are prohibited.

Boarders may not smoke, consume any alcoholic beverage, or be in possession of any tobacco, alcoholic beverage, and related substance 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.

Hairstyles must adhere to the school's code of conduct.

Any sexual or indecent physical contact between boarders on the school or hostel grounds is strictly prohibited.

Boarders must adhere to the school's code of conduct with regard to school or hostel grounds is strictly prohibited.

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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.

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 gate and doors.

No boarders may enter any hostel room apart from his/her own, unless with the necessary permission, or accompanied by the relevant fellow boarder.

2.Visitors

All visitors must report to the staff member on duty. The relevant boarder will be called.

Visitors are subject to the hostel rules and must respect it.
Boarders will be held responsible for their visitor's conduct.

Visitors may not enter any hostel room without the permission of the staff member on duty.

3.Illness

Should a learner fall ill, they should contact the designated staff member, who will contact the parents and administer necessary medicine as discussed with the parent/guardian.

Medicine must be handed in at the designated staff member. It must be clearly marked.

No boarder who has fallen ill may stay behind / lie down in the room without the necessary permission from the designated staff member.

Parents may contact the hostel head with regards to their child's/children's illness and treatment.

If special medical attention is needed, the parent/guardian will be responsible to take their child to the doctor or hospital.

If an ambulance needs to be called in case of emergency the parent/guardian will be responsible to cover all costs involved.

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4. Signing out and signing in.

The signing out policy is meant to protect the boarders and the hostel.

Weekends: during weekends all boarders must leave the hostel. However, if a boarder is not going to his/her parent's house, parents should inform the hostel head in writing about where the boarder will stay for the weekend with their permission.

The boarding facility will be closed the last weekend of every month.

We encourage parents to fetch students on Friday afternoons. The hostel can and should never replace the home of a boarder, but should only function as a support system. It is very important for us that the students cherish a close relationship with the family at home.

If a parent/guardian wants the student to stay in over the weekend, the weekend booking must be made one week prior to date. There will be extra costs involved for staying in over weekends. This fee needs to be paid a week in advance for the student to be allowed to stay in on the weekend.

Holidays: the same procedures that apply to weekends, apply to signing in and out for the holidays.

The hostel has a signing in and out register. All boarders must be signed in and out by their parents or persons responsible for collecting them and bringing them back.

All boarders traveling by bus/taxi may not board the bus unless signed out by the staff member on duty and the bus/taxi driver.

5. Study times

There will be designated study times according to the student's age and amount of homework.

During tests and exams the study time will be prolonged.

The students will be required to read the Bible and other character building books on a daily basis.

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6. Meals

Three meals will be served per day.

The students will assist in packing their own lunch box for school. The hostel will provide a basic lunch box with a sandwich and a fruit. If the parent/guardian wishes to send extra items for the lunch box, it can be arranged with the boarding facility staff. These items must be clearly marked and handed in at the kitchen upon arrival after a holiday or a weekend at home.

If a boarder is unable to attend a meal or will arrive late, he / she must inform the hostel head or staff member on duty the day before.

7. Telephones

The importance of cell phones as communication tools are acknowledged by the hostel. Policy regarding the following devices:

- Cell phones
 - Tablets
 - Laptops
 - Smart watches
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- Boarders hand their devices in at arrival after the weekend or holiday.
 - Cellphones must be clearly labelled, fully charged and switched off before handed in.
 - A staff member on duty signs for receipt of the phone in the presence of the boarder .
 - Cellphones will be handed out on Wednesdays, after school. Learners will sign for receipt of the phone.
 - Learners use cellphones to make transport arrangement and to chat with their parents.
 - Electronic devices will be handed back at 16:30 and the same procedure will apply on Sundays.
 - Cellphones will be handed back on Fridays after school to students who are going home for the weekend.
 - If a learner doesn't hand in his / her electronic devices, it will be confiscated for the remainder of the term and only a parent/guardian will be able to collect the phone. This is not negotiable.

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8. Washing

- Each boarder's clothes must be clearly marked.
- Each boarder is personally responsible for taking his/her washing home every weekend.
- Each learner must have a clearly marked laundry bag for this purpose. The hostel will not provide black bags to take washing home.
- When students stay in for the weekend, they will be taught to do their own washing and ironing.

9. Breakage

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

10. Hostel Prefects

- 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

- Lights out times will be determined according to the different ages of the students. Boarders must go to their beds immediately.
- Wake up time will be determined by the staff, depending on the next day's program.
- Boarders may get up before wake up time only with the permission of the hostel head or staff member on duty only if arranged beforehand.

12. Swimming pool

Although the founder, principal and boarding facility staff and leaders will take the necessary safety precautions with regards to the swimming pool, all students needs to be water safe. Parents/guardian must confirm at registration that their child/children can swim.

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13. Bedding and towels

All students will be responsible to bring their own bedding for a single bed. E.g. fitted sheet, duvet, extra blankets and pillow. Students will also be responsible to take the bedding home to be washed.

All bedding must be clearly marked.

If bed wetting is an issue, please bring it to the attention of the hostel head and provide two marked waterproof mattress covers.

Students are responsible to bring their own marked swimming and bath towels.

C. Hostel Disciplinary Policy

In case of any violation of the hostel or school's Code of Conduct:

- A verbal or written warning.
- Detention for repeated misconduct.
- Suspension from participation in school and/or hostel activities, such as sports, cultural and social activities.
- Compensation according to a reasonable quotation in case of the repair or replacement of damaged property.
- In the case of violation of the Code of Conduct by hostel prefects: in conjunction with or as alternative to the above, suspension from their duties.
- Following a hearing in which any boarder is found guilty of violating the provisions of the Code of Conduct, the founder or principal may impose any of the aforementioned sanctions on such boarder, or recommend the boarder's expulsion from the hostel.
- Should the founder or principal opt for suspension as the only sanction, they may determine the period of suspension.

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D. 21 Rules of This House

In this house...

1. We obey our Lord Jesus Christ.
2. We love, honour and pray for one another.
3. We tell the truth.
4. We consider one another's interest ahead of our own.
5. We speak quietly and respectfully to one another.
6. We do not hurt one another with unkind words or deeds.
7. When someone needs correction, we correct him/her in love.
8. When someone is sorry, we forgive him/her.
9. When some is sad, we comfort him/her.
10. When someone is happy, we rejoice with him/her.
11. When we have something nice to share, we share it.
12. When we have work to do, we do it without complaining.
13. We take good care of everything God has given us.
14. We do not create unnecessary work for others.
15. When we open something, we close it.
16. When we turn something on, we turn it off.
17. When we take something out, we put it away.
18. When we make a mess, we clean it up.
19. When we do not know what to do, we ask.
20. When we go out, we act just as if we are in this house.
21. When we disobey or forget any of the **21 Rules of This House**, we accept the discipline and instruction of this house.