

# Code of Conduct

## Modicademy Boarding School



### **CONTENT:**

- A. BOARDING POLICY
- B. HOSTEL RULES
- C. HOSTEL DISCIPLINARY POLICY
- D. 21 RULES OF THIS HOUSE

### **A. Boarding policy:**

- 1. Introduction
- 2. General
- 3. Admission
- 4. Boarding fees
- 5. Staying in at weekends

### **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 which you will find attached to this document. Each boarder is bound by the school's Code of Conduct for boarders, and the Boarding Policy and Rules. The founder, Principal, staff members or school will not be responsible for the loss or breakage of personal property of any student.

### **3. Admission:**

Admission to the school does not imply automatic admission to the hostel. The founder and principal alone are responsible for the regulation and control of any hostel admission. The founder and principal reserve the right to ask for a report from the present/previous boarding school regarding the behaviour of an applicant. At the end of every year the boarder will apply for re-registration.

# Code of Conduct

## Modicademy Boarding School

### **4. Boarding fees:**

A once-off deposit is 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 the full boarding fees of his/her child/children.

Boarding fees are payable in advance each month for 12 months, term or year, or as agreed in writing with the founder or principal. 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.

Learners may continue staying in the hostel only if their boarding fees are paid up. If an account is not paid up by the first of each month, or an arranged date is not agreed upon 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 any time of the year.

### **5. Staying in at weekends:**

A fee will be charged per weekend when students decide to stay in. Parents need to book and pay the week-end fee before Wednesday @ 16h00 to stay in. Some weekends the hostel will be closed to give boarding staff time to rest. Dates for "Boarding Weekends" are available on the calendar.

## **B. Hostel Rules**

1. Code of Conduct and Discipline
2. Visitors
3. Illness
4. Signing out and signing in
5. Study times
6. Meals
7. Telephones
8. Laundry

# Code of Conduct

## Modicademy Boarding School

9. Breakage
10. Hostel prefects
11. Lights out and getting up
12. Swimming pool
13. Bedding and towels

### **1. Code of conduct and discipline:**

The hostel head, his/her staff and hostel leaders are responsible for maintaining discipline at the hostel. Fighting among boarders is strictly prohibited. Hairstyles must adhere to the school's code of conduct.

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.

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 and 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 or exit the hostel in any other way than through the designated gate and doors. Boarders may not enter any hostel room apart from his/her own, unless with the necessary permission.

### **2. Visitors:**

All visitors must report to the staff member on duty. The relevant boarder will be called, if necessary and at an appropriate time. 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.

# Code of Conduct

## Modicademy Boarding School

### **3. Illness:**

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

No boarder who has fallen ill may stay behind/lie down in his/her 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.

### **4. Signing out and signing in:**

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. The hostel has a signing in and out register. All boarders must be signed in and out by their parents or persons responsible for fetching them and bringing them back. The same procedures that apply to weekends, apply to signing in and out for the holidays.

The signing out policy protects the boarders and the hostel. No boarder may leave the hostel without permission, or be fetched by anyone without signing out.

If a parent/guardian wants the student to stay in over the weekend, the weekend booking must be made before Wednesdays @ 16h00. There will be extra costs involved for staying in over weekends. This fee needs to be paid before Wednesdays @ 16h00 for the student to be allowed to stay in on the weekend. The reference for the payment is the "child's name" and "weekend."

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.

# **Code of Conduct**

## **Modicademy Boarding School**

### **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.

### **6. Meals**

Three meals will be served per day. 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.

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.

No food, drinks or snacks are allowed in the rooms. Extra treats must be marked clearly and handed in at the boarding mother. She will hand it to the student at appropriate times.

### **7. Cellphones:**

Cellphones are not permitted. The Boarding Facility's number is 072 147 9600. Parents may contact the boarding mother on this number. Students may be contacted by using this number at specific times, as specified by the boarding mother.

### **8. Laundry:**

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

# Code of Conduct

## Modicademy Boarding School

take washing home. When students stay in for the weekend, their laundry will be done by the boarding staff. Students must bring their own washing powder.

### **9. Breakage:**

Breakage must immediately be reported to the relevant staff member. 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:**

All students need to be water safe.

### **13. Bedding and towels:**

All students will be responsible to bring their own bedding for a single bed. Following items are compulsory: Fitted sheet, duvet / comforter, waterproof mattress cover, extra blankets (in winter) and pillow. Students will also be responsible to take the bedding home to be washed.

All bedding must be clearly marked.

# **Code of Conduct**

## **Modicademy Boarding School**

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 for bring their own marked swimming and bath towels.

# Code of Conduct

## Modicademy Boarding School

### C. Hostel Disciplinary Policy

In case of any violation of the hostel or school's Code of Conduct, the following procedures will apply:

- 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.



# Code of Conduct

## Modicademy Boarding School

### D. 21 Rules of This House:

#### In this house...

1. We obey our Lord Jesus Christ.
2. We love, honor 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.