



# PAUL ROOS

## GIMNASIUM – GYMNASIUM

### **POLICY ON BOARDING HOUSE DISCIPLINE**

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## 1. INTRODUCTION

The school considers one of the most significant forms of discipline to be that which the individual boarder imposes upon himself. This policy on boarding house discipline aims to make each boarder aware of the value of self-control, order and the need to cultivate a sense of responsibility for his own conduct and for the larger community of which he 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 in the event that a disciplinary process is necessary.

Discipline impacts the learning process by creating a stress-free environment for apportioning time to various activities. It also improves planning through observing, maintaining a daily routine, moulds a learner's character and enhances his motivation. Discipline is conducive to the setting of good examples and positively contributes to academic success.

## 2. SUMMARY

- 2.1 The purpose of the disciplinary process is to ensure that boarders adhere to the boarding house policy signed by each of them on admittance to the boarding house.
- 2.2 The Rector, head of boarding houses, housemasters, assistants and house committees ("HK's") have the authority to effect punitive and corrective measures for breaches of this policy.
- 2.3 There are three categories of breach (breach categories):
  - 2.3.1 Level 1 breaches may be dealt with by the HK's, assistants, housemasters and/or the head of boarding houses.
  - 2.3.2 Level 2 breaches must be dealt with by the head of boarding houses and the housemaster of the boarding house.
  - 2.3.3 No legal representation is permitted in respect of level 1 and 2 breaches.
  - 2.3.4 Where an offence is a level 3 breach, it is to be referred to the Rector for a decision on disciplinary action. The Rector and the head of boarding houses 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 letter of warning, a final letter of warning or a short suspension. However, if it is of a serious nature, 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 Rector, head of boarding houses, housemaster involved and, where possible, chaired by a legally trained person (e.g. an advocate or an attorney). Parents will be notified timeously.

### 3. BREACHES

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

LEVEL 1	LEVEL 2	LEVEL 3
1.1. Rowdiness in the boarding house. This includes excessive screaming or shouting.	2.1. Continual or repeated Level 1 offences.	3.1. Continual or repeated Level 2 offences.
1.2. Playing loud music which is disturbing to others, including neighbours and visitors of the school.	2.2. Rudeness or disrespectful attitude or behaviour when dealing with boarding house staff or any authority figure.	3.2. Stealing or theft of any items, including food and/or money.
1.3. Inappropriate language or swearing in the boarding house or when representing the boarding house.	2.3. Deliberately completing inaccurate weekend or holiday plans.	3.3. Vandalism or wilful destruction of property.
1.4. Untidy or unkempt appearance. This includes not complying with the school dress code or school hair policy.	2.4. Repeated detentions from school with no signs of improvement in behaviour and/or attitude.	3.4. Possession or use of and/or distribution of prohibited substances on school or boarding house property. This includes, but is not limited to, cigarettes, E-cigarettes, alcohol and drugs.
1.5. Incorrect dining hall etiquette. This includes incorrect attire and use of cell phones.	2.5. Misbehaviour at boarding house outings or at any occasion when representing the boarding house.	3.5. Being under the influence of alcohol or any narcotic on the boarding house premises, whether or not the alcohol or narcotic was consumed on the boarding house premises.
1.6. Being late for meals or prep time without prior permission from a boarding housemaster or assistant on duty.	2.6. Non-attendance at prep and/or meals without prior permission from a boarding housemaster or assistant on duty.	3.6. Substance abuse in any context, even if not in the boarding house, at the time.
1.7. Failure to pack away food in fridges and/or failure to leave the dining room clean and tidy after eating "late meals".	2.7. Failure to report to the assistant on duty when sick and unable to attend school.	3.7. Sexual indecency, nudity and sexual relationships in the boarding house. This includes any inference or action deemed inappropriate or invasive.
1.8. Being in the dining room, servery or kitchen during unauthorised times.	2.8. Abusing position and privileges as a senior.	3.8. Accessing, displaying, possessing or distributing pornography or any other material which is deemed inappropriate.

LEVEL 1	LEVEL 2	LEVEL 3
1.9. Being absent from the prep room or bedroom during prep time without permission from the assistant or HK member on duty.	2.9. Use of electrical appliances in bedrooms, for example: heaters; electric blankets; immersion heaters; toasters; kettles; and extension leads.	3.9. Assault or fighting on the boarding house premises or when representing the boarding house or aggressive behaviour that causes serious injury.
1.10. Use of gym without permission.	2.10. Use of fire extinguishers, fire escape doors and any other safety features in the boarding house for non-emergency events.	3.10. Allowing any non-boarding house person into the boarding house without permission. This refers to day board members, girls or any other acquaintances or friends.
1.11. Prep: Disruptive behaviour, talking, listening to music, sleeping, out of seat or desk without permission from the assistant or HK member on duty, use of cell phone or other electronic devices for non-academic purposes.	2.11. Damaging boarding house furniture, equipment or appliances. This includes graffiti on furniture or walls.	3.11. Distribution of personal chronic medication to other board members.
1.12. Tidiness of room not up to standard. This includes clothing lying on the floor, bed unmade, litter in the room.	2.12. Keeping prescription medication without prior permission from the housemaster.	3.12. Truancy or leaving the boarding house without permission from the housemaster or assistant on duty.
1.13. Out of bedroom after lights-out without permission from the assistant or HK member on duty.	2.13. Being in areas which are out of bounds. Such areas are communicated to boarders from time to time and include the Klei dam above Coetzenburg and swimming pool, without a staff member on duty. Boarders from one boarding house may not enter another boarding house nor visit the Spar after first study without permission of the assistant on duty.	3.13. Bringing the boarding house into disrepute by behaviour outside the boarding house.
1.14. Inappropriate or disruptive behaviour after lights out. This includes talking and use of cell phones or electronic devices after lights out.	2.14. Borrowing items from others without their permission.	3.14. Repeated defiance, insolence, gross insubordination or disobedience with no signs of improvement in behaviour and/or attitude.
1.15. Being in another board member's room or dorm after lights out or during unauthorised times or without the permission of the occupant or a staff member.	2.15. Repeated verbal denigration or belittling of others.	3.15. Arson or use of fireworks within the boarding house or on the school grounds.

LEVEL 1	LEVEL 2	LEVEL 3
1.16. Inappropriate or disruptive behaviour during scheduled boarding house routines, for example meals, prep sessions or prep breaks.	2.16. Grade 8's being present on the Matric floor or any other grade's floor without permission from the assistant on duty.	3.16. Actions endangering the safety of boarding house staff or boarders.
1.17. Leaving lights or any electrical appliance turned on when not in the room.		3.17. Bullying, whether physical, verbal or emotional, or any form of intimidation or hazing or initiation.
1.18. Failure to leave room tidy, bed made, windows closed, lights off and door open when signed out for the weekend.		3.18 Sending younger grades to use their own money to buy food/ goods for other grades.
1.19. Playing with balls within the boarding house, except for table tennis and pool balls.		
1.20. Failure to sign out for the weekend on a Wednesday night or when going home for whatever reason after permission was granted. Failure to return on time at the start of term or after a weekend or holiday.		
1.21. Entering the boarding house during unauthorised times without prior permission from a boarding housemaster or assistant.		
1.22. Not obeying routine boarding house instructions, for example not obeying bell requirements.		
1.23. Failure to hand in electronic devices in accordance with the rules.		

#### 4. RESPONSES OR ACTIONS

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

LEVEL 1	LEVEL 2	LEVEL 3
<p><b>Applied by the HK's, assistants, housemasters or head of boarding houses. Parents will be contacted if deemed necessary. Punishment may include:</b></p>	<p><b>Applied by the housemaster in consultation with the head of boarding houses. Punishment may include:</b></p>	<p><b>Referred to the Rector for a decision on disciplinary action. The Rector and head of boarding houses will decide jointly on the level of disciplinary action required (e.g. a final letter of warning and suspension). However, the Rector has the prerogative to decide whether to refer the matter to a hearing in front of the disciplinary committee mentioned in 2.3.4 Parents will be notified. Punishment may include:</b></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. No use of certain facilities for specified period of time, for example, gym.</p>	<p>2.2. Meeting with the Disciplinary Committee referred to in paragraph 2.3.4 above and punishment as determined by the Committee.</p>	<p>3.2. Immediate suspension pending a disciplinary hearing. Hearing to take place as soon as relevant parties can convene such a meeting.</p>
<p>1.3. Prep under special supervision for a specified period of time in full step-outs.</p>	<p>2.3. Letter of warning.</p>	<p>3.3. Parents may choose to withdraw their boarder from the boarding house. A hearing will then not take place.</p>
<p>1.4. Unauthorised use of cell phones/electronic devices:</p> <ul style="list-style-type: none"> <li>• confiscated for 2 days for 1st offence</li> <li>• confiscated for 5 days for 2<sup>nd</sup> offence</li> <li>• confiscated for 14 days for 3rd offence</li> <li>• 4 or more occasions = Level 2 offence</li> </ul>	<p>2.4. Gated for a period of time.</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 of time, such as:</p> <ul style="list-style-type: none"> <li>• Assisting in general boarding housecleaning or maintenance duties;</li> <li>• Assisting in the kitchen before and after meals.</li> </ul>	<p>2.5. Suspended from boarding house for a period not exceeding 2 weeks.</p>	<p>3.5. Should the conduct of the boarder constitute serious misconduct, the matter may be reported to the PRG governing body for a formal disciplinary hearing, which may lead to the recommendation of expulsion from PRG school, in accordance with the Disciplinary Policy.</p>
		<p>3.6. In 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 PRG governing body for a formal disciplinary hearing, which may lead to the recommendation of expulsion from PRG school, in accordance with the Disciplinary Policy .</p>



## 5. DISCIPLINARY HEARING PROCEDURE

### 5.1 Collection of evidence

- 5.1.1 Housemaster or head of boarding houses to interview relevant parties involved or witnesses to establish the facts and relevant details and may require that boarders, board members, educators or adults involved provide written statements.
- 5.1.2 If the housemaster or head of boarding houses is involved in the investigation in any manner, he/they will not be part of the Disciplinary Committee.

### 5.2 Prior to the hearing

- 5.2.1 Parents will be contacted by phone and informed of the events by the housemaster.
- 5.2.2 Written notification of the disciplinary hearing will be sent, including details of the charges.
- 5.2.3 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, at the exclusive discretion of the Rector, be suspended, pending the outcome of the disciplinary hearing.
- 5.2.4 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. The boarder may request the attendance of a staff member as an alternative to speak on his behalf.
- 5.2.5 Legal representation is permitted only if agreed to by both parties.
- 5.2.6 The chair of the disciplinary committee will, where possible, be legally trained (e.g. an advocate or attorney of not less than ten years' standing).
- 5.2.7 The Disciplinary Committee will ensure that, at least 48 hours before the hearing:
  - 5.2.7.1 The boarder and his parent(s) or guardian(s) are given a copy of this document;
  - 5.2.7.2 The boarder and his parent(s) or guardian(s) and the head of boarding houses are provided with copies of all statements that may have been taken; and
  - 5.2.7.3 A copy of the code of conduct is given to the boarder and his parent(s) or guardian(s).

### 5.3 The hearing

The hearing will proceed as follows:

- 5.3.1 Call in boarder and parents or representative.
- 5.3.2 Ensure that parents and/or representative and boarder are aware of the hearing and appeal process and the relevant time-frames.
- 5.3.3 Explain the charges to the learner.
- 5.3.4 The Rector, head of boarding houses or housemaster, or their nominated representative, to present the boarding house's case.
- 5.3.5 Allow the boarder, parents or representative to respond.
- 5.3.6 The chairperson is to summarise the case.
- 5.3.7 Parents, representative or boarder to be given an opportunity to respond.
- 5.3.8 The hearing must be minuted or recorded.
- 5.3.9 Hearing adjourned for the chairperson to prepare a written determination in collaboration with other members of the disciplinary committee.

### 5.4 The outcome

- 5.4.1 The Rector will inform the parents in writing of the outcome by providing them with a copy of the committee's determination.
- 5.4.2 The boarder may either accept the outcome or lodge an appeal to the chairperson of the school governing body, who will appoint an appeal committee consisting of three serving members of the governing body, where possible, one of whom shall be an advocate or an attorney. If there is no advocate or attorney serving on the governing body, the Rector will identify an advocate or attorney with sufficient experience to serve as the third member of the appeal committee.

## **6. INTERNAL APPEAL PROCESS**

- 6.1 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 Code of Conduct and/or policy documents correctly, made an error of fact, or that due process was not followed.
- 6.2 Appeals must be lodged in writing with the Chairperson of the school governing body within 48 hours from being provided with the outcome and must detail the grounds of appeal in full ("the appeal document").
- 6.3 The appeal committee must be provided with the minute of hearing as well as any evidence presented at that hearing.
- 6.4 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 in order to hear oral evidence.

- 6.5 The appeal committee will decide on the appeal as soon as possible after it has been lodged.
- 6.6 Boarders suspended pending the outcome of the disciplinary process shall remain so until the appeal process is concluded.
- 6.7 The outcome and disciplinary action determined by the disciplinary committee shall be binding and enforceable until the appeal process is concluded.
- 6.8 The decision of the appeal committee shall be final.

**7. ADOPTION**

The governing body hereby adopts this policy.

For and on behalf of the PRG governing body:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For and on behalf of the boarding house committee:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**8. NOTICE OF DISCIPLINARY HEARING TEMPLATE**

**NOTICE OF DISCIPLINARY HEARING**

Name of boarder: \_\_\_\_\_

Boarding house and grade: \_\_\_\_\_

Date: \_\_\_\_\_

- 1. You are hereby notified that, as a result of your breach of the PRG boarding House code, a disciplinary hearing will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ in accordance with the current Policy on boarding house Discipline.

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.

A. COPY RECEIVED ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_ AT \_\_\_\_\_ (TIME).

\_\_\_\_\_  
BOARDER

\_\_\_\_\_  
PARENT/GUARDIAN

B. THIS IS TO CERTIFY THAT A COPY OF THIS NOTICE WAS HANDED TO THE RELEVANT BOARDER ON

THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
HOUSEMASTER