



## POLICY ON BOARDING HOUSE DISCIPLINE

<b>RECORD MANAGEMENT</b>					
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### 1. INTRODUCTION

The Board of Governors (Board) places ethical behaviour and good governance at the centre of its culture. Discipline at the Rondebosch Scholars' High School (RBHS) Boarding House is essential to the wellbeing of the scholars using this facility and the staff managing the facility.

This document sets out the core principles of the Rondebosch Scholars' High School boarding house disciplinary process to ensure that scholars and their parents or guardians are fully appraised of expectations of them and to ensure fairness in the event that a disciplinary process is necessary.

### 2. SUMMARY

- 2.1. The purpose of the disciplinary process is to ensure that scholars adhere to the policy signed by each scholar on admittance to the boarding house.
- 2.2. The Headmaster, Superintendent and boarding house staff 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 prefects, Housemasters, Senior Housemasters and/or the Superintendent.
  - 2.3.2. **Level 2** breaches must be pronounced upon by the boarding house disciplinary committee ("the disciplinary committee") which shall be made up of the Superintendent of the boarding house and the senior housemaster of the boy (Canigou or Mason House).
  - 2.3.3. No legal representation is permitted in respect of level 1 and 2 breaches.
  - 2.3.4. **Level 3** breaches must be pronounced upon by the boarding house disciplinary committee ("the disciplinary committee") which shall be made up of the BHMC Chairperson, one more BHMC parent, the Headmaster, Superintendent of the boarding house and the senior housemaster of the boy (Canigou or Mason House). Legal representation in respect of level 3 breaches is only permitted if agreed to by both parties.



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### 3. BREACHES

The following is an example of breaches in their breach categories and 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 items, food or money.
1.3. Inappropriate language/ 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 requirements.	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 illegal 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. Repeated detentions from school with no signs of improvement in behaviour and / or attitude.	3.5. Being under the influence of alcohol or any narcotic in the boarding house, 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.	2.6. Misbehaviour at boarding house outings or at any occasion when representing the boarding house.	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 suppers".	2.7. Non-attendance at prep and / or meals without prior permission from a boarding Housemaster.	3.7. Sexual indecency, nudity and sexual relationships in the boarding house. This includes any inference or action deemed inappropriate or invasive.



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LEVEL 1	LEVEL 2	LEVEL 3
1.8. Being in the dining room, servery or kitchen at unauthorised times.	2.8. Failure to report to the matron on duty when sick and unable to attend school. Leaving sick bay without approval from the matron on duty.	3.8. Accessing, displaying, possessing or distributing pornography or any other material which is deemed inappropriate.
1.9. Being absent from the prep room or bedroom during prep time without permission from the master or prefect on duty.	2.9. Abusing position and privileges as a senior.	3.9. Assault or fighting in the boarding house or when representing the boarding house or aggressive behaviour that causes serious injury.
1.10. Use of gym without permission.	2.10. Use of electrical appliances in bedrooms, for example: heaters; electric blankets; immersion heaters; toasters; kettles; and extension leads.	3.10. Allowing any non-boarding house person into the boarding house without permission. This refers to day scholars, 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 master or prefect on duty, use of cell phone or other electronic devices for non-academic purposes.	2.11. Use of fire extinguishers, fire escape doors and any other safety features in the boarding house for non-emergency events.	3.11. Distribution of personal chronic medication to other scholars.
1.12. Tidiness of room not up to standard. This includes clothing lying on the floor, bed unmade, litter in the room.	2.12. Damaging boarding house furniture, equipment or appliances. This includes graffiti on furniture or walls.	3.12. Truancy or leaving the boarding house without permission from the master on duty.
1.13. Out of bedroom after lights-out without permission from the master or prefect on duty.	2.13. Keeping medication without prior permission from the boarding house manager or senior housemaster.	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. Being in areas which are out of bounds. This includes the matric lawn, swimming pool without a staff member on duty. Scholars from one boarding house may not enter another boarding house.	3.14. Repeated defiance, insolence, gross insubordination or disobedience with no signs of improvement in behaviour and / or attitude.



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<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
1.15. Being in another scholar's room or dorm after lights out or at unauthorised times or without the permission of the occupant or a staff member.	2.15. Borrowing items from others without their permission	3.15. Arson or use of fireworks within the boarding house or on the school grounds.
1.16. Inappropriate or disruptive behaviour during scheduled boarding house routines, for example meals, prep sessions or prep breaks.	2.16. Repeated verbal denigration or belittling of others.	3.16. Actions endangering the safety of boarding house staff or scholars.
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.		
1.19. Playing with balls within the boarding house, except for table tennis and pool balls.		
1.20. Failure to sign out when going home. Failure to return on time at the start of term or after a weekend or holiday.		
1.21. Entering the boarding house at unauthorised times without prior permission from a boarding Housemaster.		
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.		



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### 4. RESPONSES OR ACTIONS

The following is an example of responses or actions according to breach category and is not intended to be an exhaustive list:

LEVEL 1	LEVEL 2	LEVEL 3
<p><b>Applied by the prefects, Housemasters, senior Housemasters or Superintendent. Parents will be contacted if deemed necessary. Punishment may include:</b></p>	<p><b>Applied by the Senior Housemaster in consultation with the Superintendent. Punishment may include:</b></p>	<p><b>Referred to the Headmaster for a decision on disciplinary action. The Headmaster, and Superintendent will decide jointly on the level of disciplinary action required (e.g. a final letter of warning and suspension). Depending on the level of seriousness this may include a hearing in front of a disciplinary committee made up of parent members of the HMC. Parents will be notified. Punishment may include:</b></p>
1.1. Writing out a section of boarding rules or school rules or newspaper articles or the like, not to exceed 1000 words.	2.1. Any Level 1 punishments in addition to any Level 2 punishment.	3.1. Any Level 2 punishments in addition to any Level 3 punishment.
1.2. No use of certain facilities for specified period of time, for example, gym.	2.2. Meeting with the Disciplinary Committee and punishment as determined by the Committee.	3.2. Immediate suspension pending a disciplinary hearing. Hearing to take place as soon as relevant parties can convene such a meeting.
1.3. Prep under special supervision for a specified period of time.	2.3. Letter of warning.	3.3. Parents may choose to withdraw their scholar from the hostel. A hearing will then not take place.
1.4. Unauthorised use of cell phones/electronic devices: <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>• 3 or more occasions = Level 2 offence</li> </ul>	2.4. Boarder on daily report.	3.4. Reference to an RBHS Board disciplinary hearing depending on seriousness of offence.



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<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 house cleaning or maintenance duties;</li> <li>• Assisting in the kitchen before and after meals; or</li> <li>• Cleaning hostel vehicle.</li> </ul>	<p>2.5. Gated for a period of time.</p>	<p>3.5. 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>2.6. Suspended from boarding house for a period not exceeding 2 weeks.</p>	<p>3.6. RBHS Board hearing may lead to expulsion from RBHS should the breach be of such a nature that continued attendance at RBHS is untenable.</p>
		<p>3.7. In matters of possession of illegal substances, possession of weapons and / or stealing, expulsion from RBHS may be recommended notwithstanding that it is a first offence.</p>





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### **4.1. DISCIPLINARY HEARING PROCEDURE**

#### **4.2. Collection of Evidence**

4.2.1. Senior Housemaster or Superintendent to interview relevant parties involved or witnesses establish the facts and relevant details and may require that boarders, scholars, educators or adults involved write statements.

4.2.2. If the Senior Housemaster or Superintendent is involved in the investigation in any manner, they will not be part of the Disciplinary Committee.

#### **4.3. Prior to the Hearing**

4.3.1. Parents will be contacted by phone and informed of the events.

4.3.2. Written notification of the disciplinary hearing will be sent which includes details of the charges.

4.3.3. The boarder may be suspended until hearing depending on the seriousness of the offence, after a brief pre-suspension hearing.

4.3.4. The boarder may be accompanied by their parents or a nominated family representative at the pre-suspension hearing or the disciplinary hearing or the parents may choose to have the boarder represent themselves. The boarder may request the attendance of a significant staff member as an alternative to speak on their behalf.

4.3.5. Legal representation is only permitted if agreed to by both parties.

4.3.6. The presiding officer or Disciplinary Committee will ensure that at least 48 hours before the hearing:

4.3.6.1. The boarder and their parent(s) or guardian(s) must be given a copy of this document;

4.3.6.2. The boarder and their parent(s) or guardian(s) and the Superintendent or Housemaster must be provided with copies of all statements that may have been taken; and

4.3.6.3. A copy of the code of conduct must be given to the boarder and their parent(s) or guardian(s).



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### **4.4. The Hearing**

The following steps are to be taken:

- 4.4.1. Call in boarder and parent or family representative.
- 4.4.2. Ensure that both parent or family representative and boarder are aware of the hearing and appeal process and the relevant time-frames.
- 4.4.3. Give parents a copy of the hearing process document.
- 4.4.4. Explain the charges and the maximum recommended penalty in each case.
- 4.4.5. The Headmaster, Superintendent or Housemaster to present their case.
- 4.4.6. Allow the parent or family representative to respond.
- 4.4.7. The presiding officer is to summarize the issues.
- 4.4.8. Parent, family representative or boarder to be given an opportunity to respond.
- 4.4.9. The hearing must be minuted or recorded.
- 4.4.10. Hearing adjourned for presiding officer to prepare a written determination.

### **4.5. The Outcome**

- 4.5.1. The Headmaster will inform the parents in writing, of the outcome within 48 hours of the hearing.
- 4.5.2. A courtesy phone call may be required.
- 4.5.3. Parent may either accept the outcome or lodge an appeal to the Boarding House Management Committee ("BHMC") and thereafter to the Chairperson of the RBHS Board.



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### 5. INTERNAL APPEAL PROCESS

- 5.1. Appeals must be lodged in writing with the chairman of the BHMC within 48 hours and must detail the grounds for appeal in full (“the appeal document”).
- 5.2. Within a further 48 hours the chairman of the BHMC must be provided with the minute of hearing as well as any evidence presented at that hearing.
- 5.3. The chairperson of the BHMC will determine the appeal within one week of it being lodged.
- 5.4. Boarders suspended pending the outcome of the disciplinary process shall remain so until the appeal process is concluded.
- 5.5. The penalty decided upon by the presiding officer shall be imposed until the appeal process is concluded.
- 5.6. Should the parent remain convinced of the unfairness of the penalty imposed they may direct a further written appeal to the chairperson of the RBHS Board.
- 5.7. The process described above will be repeated.
- 5.8. The decision of the chairperson of the RBHS Board will be final.

### 6. ADOPTION

**The Board hereby adopts this policy.** For on behalf of the RBHS Board of Governors:

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

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

For on behalf of the Boarding House Management Committee:

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

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



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**7. NOTICE OF DISCIPLINARY HEARING TEMPLATE**

**NOTICE OF DISCIPLINARY HEARING**

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

Hostel and grade: \_\_\_\_\_

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

1. You are hereby notified that, as a result of your breach of the Rondebosch Boys' High School boarding house code, a disciplinary hearing will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_.

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