

HUIS DAGBREEK – HOSTEL RULES and INFORMATION

- (i) Standerton Hoërskool has a rich and long-lasting tradition to be proud of. We strive to continue and improve this tradition; that is why there are hostel rules to be obeyed.
- (ii) All parents at home have rules regarding eating, sleeping, coming and going. Because of the large number of learners living in the hostel, who must be looked after regarding safety, bodily and mental health as well as spiritual well-being, we expect rules to be regarded as fundamental and to be obeyed by parents as well as by learners.
- (iii) All learners, as well as hostel house keeping staff and committee members, are to obey rules.
- (iv) Only a bed, mattress, chair, table and curtains are supplied by Dagbreek Hostel. Learners must bring own bedding, dustbin, broom, table lamp exc. Own furniture and curtains are also allowed but at own risk.

1.WEEKLY PROGRAMME

Wake up/Quiet time bell	05:45 – 6:00	Prepare for the day	06:00
Inspection bell	06:30	Breakfast	06:40
Warning bell	07:10	Doors locked	07:15
Lunch	14:00	Supper	17:30
Warning bell	18:55	First study	19:00 – 20:00
Warning bell	20:25	Second study	20:30 – 21:30
Warning bell	21:45	Quiet time	21:50
Sleep	22:00	Late study	22:00 – 23:00

2.QUIET TIME

An atmosphere of quietness and serenity must prevail throughout the whole hostel. All learners must be quiet to allow each other the opportunity to use this time optimally.

2.1 All doors must be left open and all learners must be seated at their desks.

2.2 No talking or any other activity, like combing hair, getting dressed, doing homework, using cell phones or eating will be allowed.

2.3 Once a week a whole passage can take part in quiet time under the following conditions:

It is not an opportunity for discussions. A short passage can be used for a message and prayer will be allowed. The hostel committee member is to facilitate the gathering and all occupants of the passage can take turns in leading.

3.INSPECTION

3.1 The hostel committee as well as hostel staff will inspect rooms, bathrooms and the passages every morning.

3.2 Hostel staff will carry out inspections during study as well.

3.3 Hostel staff is to report messy rooms every morning. Articles left lying around will be confiscated after a **first warning**.

4.TIDINESS OF ROOMS

4.1 Each learner is to keep his/her room, book case and clothing wardrobe tidy.

4.2 Window sills and book cases must be dusted regularly. Only books, writing utensils, kettles, hi-fi/radios are to be placed in the bookshelf. No ornaments, candles, exhibitions, toiletries, hair utensils are to be kept on the bookshelf. Fruit is to be arranged neatly in a basket/container.

4.3 Rooms are to be **swept daily**. Dustbins must be emptied every morning.

4.4 Nothing is to be left on the floor or on the window sill. **Bags must be put away in the wardrobe.**

4.5 Towels must be hung on a railing. The hooks behind doors are for towels only, not for clothes or washing.

4.6 Each pupil is allowed to hang three posters (for which permission is first required) on his/her walls with presstik. Sticky tape or double-sided tape may not be used. Nothing else is to be placed onto walls, cupboards or doors. Only name plates are allowed on doors.

4.7 If lights are switched on in the evening, curtains are to be closed.

- 4.8 Curtains are not to be tucked through burglar bars, but neatly tied down. Curtains must not extend up to heaters – HEATERS MUST AT ALL TIMES BE UNCOVERED.
- 4.9 Beds are not allowed to be moved around in a room. No furniture may be moved around without permission. Only hostel committee members are allowed to arrange the committee-rooms for their own comfort WITH PERMISSION FROM THE HOSTEL MANAGEMENT.

5. STUDY

5.1 LEARNERS USING THE STUDY HALL

- 5.1.1 Learners are to obey study times strictly.
- 5.1.2 Nobody is allowed to wander around or ask anybody anything.
- 5.1.3 All books must be neatly packed away after study. Nothing must be left on the floor or on the tables.
- 5.1.4 The study hall must be left tidy.
- 5.1.5 Windows are to be closed after study. All fans, heaters, lights and the urn should be turned off.
- 5.1.6 Learners are not allowed to enter the study hall wearing pajamas.
- 5.1.7 Learners are not allowed to drink coffee, tea or cold drinks during study. Nothing is to be eaten.
- 5.1.8 No cell phones are allowed in the study hall. Cell phones will be confiscated and handed in at the school. A penalty of R50 is to be paid.

***It is important to remember that you are not the only person in the study hall/hostel.
If you do not obey a rule, you will disturb somebody else.***

5.2 LEARNERS STUDYING IN THEIR ROOMS

- 5.2.1 It is a privilege to study in your room, not a right.
- 5.2.2 Strictly comply with study times.
- 5.2.3 During study periods you must be seated at your desk. You are not allowed to lie on your bed or sleep on your arms.
- 5.2.4 You are not allowed to talk or wander around.
- 5.2.5 All doors to rooms must be left open throughout the study period.
- 5.2.6 No music is to be played. You are allowed to use earphones, but the volume must be low.
- 5.2.7 You are not allowed to unpack your cases during study.
- 5.2.8 If any rule is disobeyed, you will be dealt with according to the punitive system.
- 5.2.9 No telephone calls or messages are to be made or received during study. Cell phones are to be switched off and out of sight, otherwise it will be confiscated.

LATE STUDY

- 5.2.10 Absolute silence must be maintained in rooms and passages.
- 5.2.11 **Any grade12 learner** walking around or chatting will be sent to his/her room to go to sleep. No warning will be given and the learner will be punished according to the punitive system.
- 5.2.12 Late study can only go on up to **23:00**. Permission must be obtained from hostel staff.

6. DINING HALL

- 6.1 A bell will sound announcing meal-times.
- 6.2 Learners must be dressed ready to attend school. No beanies, hats, ect. are allowed.
- 6.3 If a learner cannot attend a meal, he/she must obtain permission from senior hostel staff or hostel staff on duty.
- 6.4 When a meal has been booked, it must be attended.** If a learner sleeps in the hostel, breakfast must be attended, even during exam times. **Any transgression in this regard will be punished.**
- 6.5 During any meal, a learner is allowed to be excused from the table only **15 minutes after the start of the meal and with permission from the hostel staff.**

- 6.6 If a meal is to be kept for him/her, the learner involved must add his/her name to the list on the board provided in the kitchen.
- 6.7 Problems regarding food are to be reported to the hostel staff.
- 6.8 Learners must be neatly dressed, wearing shoes. No slippers, pajamas or swimwear is allowed.
- 6.9 No eating utensils are to be removed from the dining hall.**
- 6.10 No cell phones are allowed in the dining hall.**
- 6.11 No guests/day scholars are allowed in the dining hall or rooms without permission.**

7. DRESS CODE

- 7.1 Hostel learners are to be neatly dressed at all times.
- 7.2 School uniforms may only be worn during the afternoon for an SHS related activity.
- 7.3 If the school uniform is worn during the afternoon, it must be complete, including proper school shoes.

8. BEDDING

- 8.1 Learners are allowed to use own linen, curtains and carpets.
- 8.2 A bed is not allowed to be covered by a blanket only – a single duvet must be used. Extra blankets must be placed neatly folded at the foot-end of the bed.
- 8.3 Learners misusing the privilege of own linen, will forfeit this privilege. Beds must at all times be neatly made and linen should be clean.

BATHROOMS

- 9.1 Baths, basins, showers and toilets are to be left clean at all times. Clean or dirty washing left in the bathrooms will be confiscated.
- 9.2 Baths are not to be filled with too much water and taps are not to be left running unattended.
- 9.3 No toothbrush, face cloth or any other items are to be left in any bathroom or on a window sill.
- 9.4 Learners are not allowed to bath or shower after lights-out without permission from hostel staff.

10. ILLNESS

- 10.1 Any learner feeling ill at school, must go to the senior hostel staff member to get permission to go to the hostel.
- 10.2 The learner must then go to the school's office. The secretary will then inform the hostel matron of the learner being ill.
- 10.3 The learner must then go to the hostel and will be staying his/her ROOM.
- 10.4 If there is no improvement in the learner's condition, the parents must be contacted as soon as possible in order to get the learner to a doctor.

11. CONSULTING HOURS

- 11.1 As arranged with the senior hostel staff member.

12. ELECTRICAL APPLIANCES

- 12.1 Only kettles, hi-fis, hair dryers and cell phone chargers are allowed. NO PRIVATE HEATERS ARE ALLOWED IN ROOMS.**
- 12.2 HOSTEL COMMITTEE MEMBERS ARE ALLOWED TO HAVE A FRIDGE.**
- 12.3 Learners are allowed to bring a lap top to the hostel.

13. GOING TO TOWN

- 13.1 Learners are allowed to go to town on Wednesdays and must be neatly dressed.
- 13.2 If a learner goes into town, they do so on their own risk.
- 13.3 Learners are allowed to go to town from 14:15 to 17:15.
- 13.4 No learner is allowed to be in town at any other time.**

16. **VISITORS**

- 16.1 Visitors are allowed **only in the hostel square** visiting other learners.
Nobody is allowed to visit in cars outside the hostel.

17. **DISCIPLINARY STRUCTURE** – PUNITIVE SYSTEM (Guidelines regarding transgressions)

- 17.1 Serious misconducts like liquor consumption, smoking, slipping out, challenging and ignoring rules and authority, inflicting damage to the hostel and furniture, will result in a hearing and expulsion.
17.2 ALL TRANSGRESSIONS WILL BE DEALT WITH ACCORDING TO THE PUNITIVE SYSTEM

18. **DAMAGE DONE AND KEYS:**

- 18.1 **Lost keys:** A learner's account will be debited with R50 before receiving a new key.
18.2 **Damage:** Any damage inflicted by a learner must be paid for by the learner before it will be fixed.
18.3 **Deposit payable:** Will be used to repair damage caused by a learner.

19. **HOSTEL RULES FOR SIGNING IN AND OUT**

- 19.1 **If a learner goes home and does not sleep in the hostel, he/she must be signed out via sms from either one of the parents. A parent must pick him/her up from the hostel.**

19.2 **FROM 17:30 TO 21:00**

- Can only be signed out via sms by parent/guardian.
- The sms must state who will collect the learner and at what time.
- No learner will be allowed to leave the hostel without permission from a parent/guardian.
- Only learners with permanent arrangements to attend activities will be allowed to leave the hostel.

19.3 **ARRIVAL TIMES AS SPECIFIED BY HOSTEL RULES**

- Hostel gates will be unlocked during specific hours for learners to enter or leave.
- **19:00 to 19:15, 20:00 to 20:15 en 21:00 to 21:15**
- Keep in mind that hostel staff members are teachers doing schoolwork, so they cannot unlock gates every 5 minutes. Co-operation in this regard is appreciated.

19.4 **SIGNING IN ON MONDAYS:**

- HOSTEL OPENS AT 06:00
- HOSTEL LOCKED AT 07:30

19.5 **SIGNING OUT ON FRIDAYS:**

- YOU NEED NOT SIGN OUT
- HOSTEL LOCKED AT 14:30
- SPECIAL ARRANGEMENTS CAN BE MADE FOR LEARNERS LIVING FAR FROM SCHOOL WHOSE PARENTS PICK THEM UP LATER – ARRANGE WITH HOSTEL MANAGEMENT.

19.6 **DUTY INFORMATION AND CONTACT NUMBERS**

- Boys are to contact the male staff member on duty during the evening.
- Girls are to contact the female staff member on duty during the evening.
- The following information concerns the staff on duty, their contact information and the days they will be on duty.

- If you have any inquiries, contact the senior hostel staff member, Mnr. Alex van Rooyen at 0834096118.

<u>Male staff:</u>	<u>Female staff:</u>
- Riaan Rijsberger 0834609486	-Tannie Marieta 083 469 8511
- Maurits van Heerden 0836275241	- Merike Herman 082 876 4631
- Christo Le Roux 0825563298	- Jacoline van der Hoven 0732797988

20. GENERAL

20.1 **Functions:** All learners must be in the hostel **10 minutes** after any function is over.

20.2 **Sokkies:** If a learner goes to a *sokkie*, he/she are not allowed to come in to the hostel at any time during the *sokkie*. Learners are only allowed back into the hostel after the *sokkie*.

20.3 **Going out with parents:** Must be back at **21:30**.

20.4 **Grade 12 learners with vehicles:**

20.4.1 You are not allowed to transport any other hostel learner.

20.4.2 You are only allowed to use your vehicle for extramural activities.

20.4.3 You are allowed to park your vehicle behind the palisade fence after getting permission from hostel management.

20.5 Only learners with transport problems and learners living far away from the hostel, will be given permission to bring a vehicle to the hostel. They must also get permission to come to the hostel on Sunday evenings.

20.6 The hostel will not be unlocked for any learner during a weekend.

20.7 **YOU MUST BRING YOUR OWN:**

>Broom and scoop (COMPULSORY)

>Curtains if you choose to do so.

PUNITIVE SYSTEM FOR HUIS DAGBREEK

TRANSGRESSION	STEP 1: WARNING (ORAL/IN WRITING)	STEP 2: FINAL PUNNISHMENT
1. Ignores wake-up call:		
1.1 Hostel committee rings bell	1.1 Verbal warning	1.1 -10
1.2 Learner does not get out of bed	1.2 Verbal warning	1.2 -10
2. Quiet time: Makes noise, wanders around	2. Verbal warning	2. - 15
3. Inspection: room, cupboard not neat	3. Verbal warning	3. - 15
4. Study times:		
4.1 Makes noise, wanders around	4.1 Verbal warning	4.1 - 15
4.2 Sleeps in study time	4.2 Verbal warning	4.2 - 15
5. Transgression late study (Only Gr 12 after 23:00)	5. Verbal warning	5. - 10
6. Dining hall:		
6.1 Incorrectly dressed	6.1 Sent back	6.1 - 10
6.2 Throwing of food	6.2 Verbal warning - learner cleans	6.2 - 20
6.3 Cell phone	6.3 Verbal warning	6.3 Confiscate phone—R50 fine (Hand in at school)
6.4 Removes eating utensils from hall	6.4 Verbal warning	6.4 -5
6.5 Non hostel member in dining hall	6.5 Verbal warning	6.5 -10
6.6 Absent from meal without permission	6.6 Verbal warning	6.6 -5
7. Bathrooms:		
7.1 Bathrooms dirty	7.1 All learners from passage cleans	7.1 - 10
7.2 Clothes/tooth brush/towel left behind	7.2 Verbal warning	7.2 - 10
7.3 Shower/bath after lights out	7.3 Verbal warning	7.3 - 10
8. Visitors:		
8.1 Inside hostel	8.1 Visitor asked to leave/Hostel	8.1 - 10

8.2 Hostel learner in car outside hostel	learners gets verbal warning	8.2 - 10
8.3 Boys in girls hostel and vice versa	8.2 Verbal warning 8.3 - 20	8.3 - 40
9. Ignores times to be in (Winter and Summer)	9. - 20	9. - 20
10. Ignores signing out procedure	10. - 10	10. - 20
11. Attends activities without permission	11. -10	11. - 20
12. Damages hostel building/furniture	12. - 20	12. - 40
13. Smoking: (Cigarettes/Hubbly)	13. - 20	13.1 - 40
13.1 Witness/Smell of smoke in room	13.2 - 20	13.2 - 40
13.2 Caught in the act (cigarette in hand)		
14. Liquor:	14.1 - 30 & 1 week expulsion	14.1 - 60 & 2 Week expulsion
14.1 Witness/Liquor bottles	14.2 - 30 & 1 week expulsion	14.2 - 60 & Permanent expulsion
14.2 Caught drinking (alcohol of any sort)		
15. Challenging authority:	15.1 Verbal warning	15.1 -10
15.1 Teen tantrums: slamming door, tossing of personal belongings, back chatting	15.2 - 20 & 1 week expulsion	15.2 - 40 & 2 week expulsion
15.2 Blatant challenging: swearing at staff, ignoring instructions		
16. Slipping out:	16.1 - 20	16.1 - 20 & 1 week expulsion
16.1 To buy food	16.2 - 40 & 1 month expulsion	16.2 - 60 & Permanent expulsion
16.2 To visit and drink		
17. Grade 12 with vehicles:	17.1 - 20 & Final Warning	17.1 - 40 & NO Car allowed
17.1 Drives irresponsibly/speeds	17.2 - 20 & Final Warning	17.2 - 40 & NO Car allowed
17.2 Transports other learners	Hostel learner driving in other learner's car without permission from mother/father -10	
18. Drugs	18.1 - 60 & 1 week exclusion. Written Final Warning	18.1 - 60 & Permanent Exclusion
18.1 Use of drugs / testing positive for drug use	18.2 - 60 & Permanent Exclusion	
18.2 In possession of drugs or in hostel room		