

**JAN KRIEL SCHOOL**  
**HOUSE RULES: BOKMAKIERIE HOSTEL**

1. **Day program (attached)**
  
2. **Weekend times and arrangements**
  - 2.1. **Closing times:** The hostel closes on Fridays at 17:00.
  - 2.2. **Arrival in times:**
    - 2.2.1. Sundays: 17:00 - 19:00 (5.00 pm – 7.00 pm);
    - 2.2.2. Mondays: before 7:20.
  - 2.3. All weekend arrangements must be completed by Wednesdays.
  - 2.4. A responsible adult who has been delegated in writing by parents must sign out the learner before he can leave the hostel.
  - 2.5. **Deviation from normal times:** More study sessions will be fitted in to the day's program during examination.
  - 2.6. Sport, detention and other outings: Please arrange in advance with the house mother and kitchen, especially where meals are involved.
  
3. **Behaviour**
  - 3.1. Golden rule: Learners always speak and act **politely and respectfully** towards staf members and co-learners.
  - 3.2. Bullying, fighting, racist or degrading remarks and foul language are totally unacceptable.
  - 3.3. Ball games are not allowed in the passage or rooms. No running in the passenges.
  - 3.4. Loud music and other disturbing noises are not allowed.
  - 3.5. Learners must always be neatly dressed when they come to the office, go to the dining hall or leave the hostel.
  - 3.6. Sexual harrasment is not allowed.
  - 3.7. No pornographic or even erotic material is allowed.
  
4. **Neatness**
  - 4.1. Personal:
    - 4.1.1. Learners must maintain their personal neatness and hygiene.
    - 4.1.2. Use set time slots to shower.
  - 4.2. Hostel:
    - 4.2.1. Always keep rooms, wardrobes, desks, passages and recreational areas clean and orderly.
    - 4.2.2. Don't let clothes and other items lie around.
  - 4.3. Cleaning:
    - 4.3.1. The day program makes provision for a timeslot where learners help with the cleaning of rooms and other areas in and around the hostel.
  
5. **Personal belongings**
  - 5.1. Mark all personal belongings clearly with the learner's name.
  - 5.2. Learners must only bring the necessary items to the hostel.
  - 5.3. Expensive items, like cell phones, CD-players, sport equipment and other electronic items must be declared to the house mother EACH WEEK.
  - 5.4. No computers or laptops are allowed in learners' rooms.
  - 5.5. Expensive items must be locked away at all times in the learner's cellphone lockers (prescribed times) / wardrobes or the office safe when they are not in use.
  - 5.6. The hostel staff will not accept responsibility for personal items.
  - 5.7. **Duplicate keys of wardrobes and cell phone lockers must be handed in at the office.**

## 6. **Study times (15:15 – 16:00 and 19:00 – 19:45)**

- 6.1. When the bell rings (5 minutes before time) , learners must get their books and all necessary items ready for study.
- 6.2. ALL the learners must report punctually at the study hall.
- 6.3. If a learner reports late or misses a session, he must catch up on the lost time on the same day.
- 6.4. Homework books must be on the desk during study for verifying.
- 6.5. All learners study in the study hall.
- 6.6. In exceptional cases, on recommendation of a psychologist or medical person, a learner may study in his room.
- 6.7. No disturbances, like irrelevant conversations, are allowed in the study hall.
- 6.8. Learners may not listen to music in the study hall.
- 6.9. The teacher in charge will keep the order; give assistance where necessary and make adjustments where needed.

## 7. **Quiet time (21:45 – 22:00)**

- 7.1. The purpose of quiet time is to practise religion.
- 7.2. The hostel must be quiet during that time.
- 7.3. Learners may read out of the Bible or any religious source and pray together as a group; as long as it is of no disturbance to other learners.

## 8. **Cell phone policy**

- 8.1. Cell phones must be switched off during study time, quiet time, and in the dining hall.
- 8.2. Cell phones must be locked away in lockers before 07:30 and before 21:30, when they go to bed as indicated on the Day Roster
- 8.3. The hostel does not take any responsibility for lost or stolen cell phones.
- 8.4. In cases where learners breach cell phone rules, the supervisory teacher may confiscate (take in) the cell phone and lock it away in the hostel safe for a minimum of 3 days.

## 9. **Smoking-, alcohol and drug policy**

- 9.1. Smoking, use of alcoholic drinks and drugs are prohibited in and around the hostel and school premises.
- 9.2. When a learner is found in possession of a prohibited substance, the substance will be confiscated immediately and the necessary disciplinary procedures will be followed.
- 9.3. The possession of alcoholic drinks and drugs or suspicious about it must be reported immediately to the supervisory teacher

## 10. **Socialising and recreation**

- 10.1. All indoor recreational activities will take place in the tv-room or the pool-room.
- 10.2. Apparatus are kept in the office and must be signed out and signed by the person who takes responsibility for it.
- 10.3. Damages to apparatus and equipment must be reported immediately to the house mother who will record it in a file / book.
- 10.4. Learners who damage apparatus or any other school property will pay compensation.
- 10.5. Outdoor recreational areas: grass area outside the hostel, sports field at Leon du Toit Centre, cricket nets and the swimming pool (during summer).
- 10.6. Learners may only go to the swimming pool under supervision.

11. **Special permission**

- 11.1. Learners will be granted permission to go to town ONCE a week on Wednesdays between 16:00 and 17:00.
- 11.2. Special permission will be granted in terms of a permission card or letter. Learners must keep the card or letter with them until they report back at the hostel.
- 11.3. Learners that take part in a sport and other activities outside of school and need to leave the hostel at certain times must hand in a permission letter signed by their parents and school principal. **The permission letter must be renewed every term.**
- 11.4. Making use of the gymnasium
  - 11.4.1. Learners must be 16 years or older.
  - 11.4.2. Learners must get permission from the staff on duty to go to the gymnasium.
  - 11.4.3. Learners may only make use of the gymnasium if there is supervision. They must hand in a completed form from the gymnasium supervisor afterwards.

12. **Handling and reporting of injuries and illnesses**

- 12.1. Learners who are injured or ill must inform the house mother immediately

13. **Laundry**

- 13.1. Learners must take their laundry home on weekends.

\_\_\_\_\_  
Hostel head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Date