

## **HOSTEL EXPECTATIONS AND DISCIPLINARY PROCEDURES**

### **Hostel General Rules:**

- No smoking, alcohol or prohibited drugs are permitted on site. No student (whether under or over 18 years of age) is permitted to consume alcohol whilst under the care of hostel staff.
- No males and females in each other's bedrooms.
- Any form of violence is unacceptable, whether physical, verbal or other.
- Exeat – all procedures of the exeat system are to be followed. No exeat is approved until signed by the hostel manager.
- Students are required to complete the Sign In/Out sheet every time they leave and return to the hostel. If plans change the duty manager should be advised by text or phone call.
- Curfew times are as follows:

Sunday to Thursday nights	10.00pm
Friday and Saturday nights	No later than midnight (the time will be set at the supervisor's discretion)

Students are expected to be in their own houses at curfew.

### **Consequences of breaking General Rules:**

The consequences of breaking any of the General Rules will be assessed on a case-by-case basis and consequences determined depending on the record of the individual student and the circumstances in force at the time. Consequences for minor issues may include withdrawal of privileges (eg. grounding, denial of exeat leave), additional duties, and in some cases, suspension from the hostel for a period of time.

More serious disciplinary issues (that may result in expulsion) are decided upon by the Hostel Disciplinary Committee which consists of the Principal, Board of Trustees Chair and the Deputy Principal.

The process for a disciplinary committee hearing is as follows:

- The student and student's family will be contacted by the Principal stating that the committee will convene to consider the situation.

## Board of Trustees POLICY & PROCEDURES



- Prior to the hearing the student and the student's family will receive a report from the Principal or Principal's representatives outlining the sequence of events.
- The student will be offered the opportunity to have a support person with them at the hearing and the family is also welcome to attend the hearing.
- At the hearing the student and the support person and/or family will be asked to respond to the report.
- The committee will also have the opportunity to ask further questions if appropriate.
- The committee will then continue "*in committee*" to make a ruling.
- The family will be advised of the outcome of the hearing within 24 hours.