OKAVANGO INTERNATIONAL SCHOOL MAUN, BOTSWANA BOARDING HOUSE RULES

BATHROOMS

- Bathrooms are to be kept neat at all times.
- Taps must be properly closed after each use. Report leaking taps as soon as possible.
- No foreign objects are to be thrown in the drains or toilets.
- Clean the shower and toilet after use.
- Don't leave wet laundry in the bathrooms.
- Only one student at a time may use a shower or toilet.
- No washing of clothes is to be done in the hand basins.
- Everyone is to shower once a day.
- A roster shows shower times.

BOARDING MASTER/MISTRESS

- The Matron/Boarding Assistant's privacy is to be respected at all times.
- Please knock at the door if you need assistance.
- Treat all staff with courtesy and respect.
- Students are not to ask boarding and school staff to do any errands or favours for them

BOUNDS

- No student is allowed without written permission from the principal, Matron or boarding assistant.
- The school grounds are out of bounds after supper time, except the study areas.
- Students may not visit the rooms/dorms or other students unless one of the occupants of the room is present.
- Students may NOT visit any staff house, return to the school/sports fields or go swimming without the permission of the boarding staff/Matron. All permissions are to be entered into the EXEAT book.
- Students must sign in and out with the boarding staff at any time that they leave the school property.
- The main roads are to be used while passing through the property and to and from school
- Boundaries on the plot include all roads within the fenced area. Boarders to remain in the vicinity of the main school area and boarding compounds. No loitering may take place at the maintenance area or tented areas.
- Hostel areas are off-limits during the school day. All supplies should be taken with each student when leaving in the morning. A hostel pass must be issued by the school office should students need to return to the hostel for what ever reason.
- Any students at the pool must be accompanied by a staff member.

COMPUTERS

- Boarders have access to the school computers after classes.
- Computers may not be used for Facebook, etc, or to download music. Emails, etc, may be sent.
- Senior students may attend extra study from 2030 to 2130 in the Senior Dome for quiet book work only. No going up and down during this time.

CELL PHONE USAGE

All cell phones are to be registered in the cell phone register. Students may only use their cell phones between 4 pm to 6 pm on school days. It is a serious offence to remove sim cards when handing in phones or have an additional cell phone at school. Boarders may use their cell phones at the following times:

Monday to Thursday 4-6 pm Friday 1:30-5 pm Sat. 9 am-8 pm Sun. 11:30 am-6 pm

CHURCH ATTENDANCE

- Church must be attended on Sunday morning and may be another church other than the All Nations Village Church if desired by the parent or student.
- Students are to be respectfully dressed for all church activities; for church activities, school uniform is not worn.
- The Village Church Youth Club, Fire by Nite, is attended by all boarders on Friday evenings.

CLOTHING REQUIREMENTS

Storage space in the dorms is limited so please adhere to these guidelines.

For school

- School uniform (see Uniform) (at least 2)
- 1 warm top (uniform)
- 1 school cap/hat
- 1 pair of shoes for school wear
- 5 pairs of white socks
- Uniform PE golf shirt (at least 2)
- Uniform PE shorts (at least 2)
- School tracksuit

Linen

- 2 x towels
- 1 x swimming towel
- 1 x duvet + 2 covers or blankets
- 1 x pillow
- 2 x pillow cases
- 2 x fitted sheet
- Laundry bag

Civvies

All clothing to be modest – no cropped tops, spaghetti tanks or mini skirts for girls

- Casual clothing for hostel wear
- "Smart clothes" for church or entertainment
- Tracksuit for winter
- Swimming costume and cap
- Warm jacket for winter
- Dressing gown and pyjamas

- Under wear
- Toilet bag
- Toiletries as required
- Coat hangers
- Umbrella
- Water bottle
- School bag and pencil case

ALL ITEMS OF CLOTHING TO BE CLEARLY MARKED

- No knives, cigarette lighters or matches allowed.
- Walkmans, CD's, cell phones, cameras etc may be brought, but at owner's risk. The school administration will not be held responsible for the loss or such items, should they go missing.
- Only watches may be worn to school and plain gold or silver stud earnings (one in the lobe of each ear girls only)
- Please note that textbooks and exercise books are supplied at school as well as book covers. Students need only bring writing materials, maths sets, calculators and flash drives.

CODE OF CONDUCT

Attached as a separate document.

COMPUTERS

Students may not bring their own computers to OIS hostels. The school Internet may be used as a resource for project work.

CONDUCT

The school discipline (and punishment) system is used.

CURFEW

There is a role call at 5.30 each evening.

- Everyone is to be in their hostel area by sunset each evening unless out on approved leave
- Boys and girls may not congregate in the hostel area beyond the dining area unless a member of staff is present.
- Quiet time is from 09:30 pm until 06:00 am DAILY.

DAILY SCHEDULE

6:00 a.m. get ready for school

7:00 a.m. breakfast

7:20 a.m. report at school

10:00 a.m. break time – snack served at school

1:10 p.m. lunch at the hostel

4:20 p.m. school day ends

5.30 p.m. supper roll call

6.30-8:00 p.m. evening study

8:30-9:30 p.m. optional

9:30 p.m. LIGHTS OUT (Those on extra study must return quietly to hostels and have lights out by 10:00 p.m.

DRESS CODE

- See 'School Uniform'
- School uniform is worn to school and to town.
- Students change into civvies for supper in the evening.
- Shoes are to be worn to meals and in the dining area and to study.
- No night clothes to be worn outside of bedrooms.
- Student wear civvies to church on Sundays and to Youth Club.
- Civvies should always be neat, freshly washed and ironed.
- All clothing should be regulated by the principle of modesty.
- No underwear may show and underwear must be worn at all times.
- Bare midriffs are not allowed.
- Bikinis, two piece or transparent swimming costumes are not allowed.

FINANCE/POCKET MONEY

It is recommended that all students have an ATM card to access pocket money. This should be kept to a reasonable amount please. Please remember the temptation of too much pocket money, and how this sometimes leads to undesirable habits. The postal service is the most efficient way to send students money in an emergency, provided they have a means of identification. Please ensure that students have adequate money for traveling.

FIRE DRILL

These will be held regularly and students will be informed of emergency procedures.

FIRST AID/ILLNESS

- Please report to the boarding parent/matron if you are unwell. This must be done before breakfast on school days.
- First AID boxes are situated in each hostel for small problems.
- Arrangements will be made for hospital appointments. The school does not cover medical expenses.
- All medication, including pain killers, is to be handed in to the boarding master/mistress for safe keeping with the exception of asthma inhalers.

FURNITURE

• Hostel furniture may not be taken out of the hostel or dining area.

HOUSE KEEPING & CLEANING

- Ancillary staff will be responsible for cooking, washing and heavy cleaning.
- Students will be responsible for making their beds, keeping rooms tidy, cleaning up the bathrooms, and litter picking.
- Desks must be kept tidy and beds made. Bathroom must be left neat after use.
- Students will be responsible on a rotation basis for dinner clean up duty.

LAUNDRY

- Everyone will be given a laundry book and can hand in laundry one a week. The laundry sink is to be used for hand washing of small items and not the hand basins.
- Shoes are not to be washed in the washing machines.

- Towels, sheets and pillow cases must be laundered once a week.
- Students will be responsible for their own ironing and for washing their personal items (underwear and delicate laundry). Any "special" laundry must be washed by the student.
- Students will be assigned a wash day and are responsible for getting the clothes handed in on a timely basis. All clothing to be washed should be listed in the laundry book prior to washing.
- Students must change bed linens each Sunday. Ancillary staff will wash towels and bedding one time per week and return to students for storage.

MEALS & FOOD

Menus are rotating and prepared utilizing standardized nutritional guidelines.

- No cutlery, crockery or food is to be taken out of the dining areas.
- Students must be punctual for meals.
- Meals will not be held for students that are late.
- Habitual missing of meals will become a matter to be discussed with the Principal.
- Visitors are not allowed during mealtimes, except with Principal's permission.
- No special dietary requests can be granted unless a doctor's certificate or letter from a parent is presented.
- All meals and teas will be served in the Dining Room.
- All students take turns to do dining room duty which includes washing dinner dishes
 and wiping counters. The duty roster is organized by the hostel staff and shall consist
 of two students each evening. The kitchen staff will be responsible for washing the
 cooking utensils.
- Every evening, all students must clear their own dishes and stack them for washing.

Mealtimes:

| Breakfast: | Monday–Friday | 7:00 a.m. |
|------------|---------------|-----------|
| | Saturday | 8:00 a.m. |
| | Sunday | 7:30 a.m. |
| Lunch: | Each Day | 1:10 p.m. |
| Supper: | Each Day | 5:30 p.m. |

Tea Times:

| Afternoon | : Monday-Friday | 4:00 p.m. |
|-----------|-----------------|-----------|
| | Saturday-Sunday | 3:00 p.m. |
| Evening: | Each Day | 8:00 p.m. |

NOISE

- Students should respect other and not shout and scream.
- No loud music. Music should not be heard in the next room, the passages or outside the building by the public. Earphones should be used at all times when listening to personal music.
- Television volume must be reasonable and should not be heard outside the hostel.
- This rules includes activities outside which include braaing and swimming.
- No talking after lights out, or leaving beds after silence.
- No phone calls during meals.

• Complete silence will be maintained from 9:30 p.m. (weekdays), 10:00 p.m. (weekends) until 6:00 a.m. each day of the week. This is an enclosed residential area. No rough play, romping around inside or jumping on beds.

PROPERTY

Personal Property

- Lock away all valuables. Money must be stored at the dormitories.
- All personal effects should be marked with student names.
- No buying or selling of personal property is allowed.
- Students are not to borrow, lend or wear one another's clothing.
- Passports, air tickets and large sums of money are to be handed in to the Principal for safe keeping.
- Management does not accept responsibility for the loss of any personal property.
- Any items of value should be covered by parents "All Risks" section of their personal insurance policies.

Hostel Property

- All furniture in the hostel is under the care and responsibility of each student. Any damages shall be claimed from the student.
- No pictures, posters, use of prestik, glue or nails are allowed on the walls ceilings or floors.
- Repair requests must be made as soon as possible through the student officers responsible for maintainence.
- Signs of bugs, pests or rodents should be reported to the Matron immediately.
- No littering in or out of the hostel shall be allowed. On a roster basis, students will be responsible for policing the outdoor area for trash.
- Electrical appliance should be unplugged when not in use. All lights should be turned off when no one is in a room.

PUNCTUALITY

- Punctuality is required for meal and study times; catching school transport to all activities and town leave and roll call.
- Laundry must also be handed in on time.

SMOKING

• Smoking is prohibited.

STEALING & VANDALISM

- Stealing is treated as a serious offence.
- Damaging and/or defacing equipment, furnishings or buildings is a serious offence.
- Doors and windows may not be forced for entry at any time.

STUDY TIMES

- 6:30-8:00 p.m. Sunday-Thursday. In some rooms silence is maintained throughout. In other rooms group work is allowed for half the study and then silence.
- 8:00-9:30 p.m. Sunday-Thursday. Late study if required (seniors only.)

TELEVISION/MUSIC

• Students may watch television at the approved times.

- Students are not allowed to bring and/or utilize play stations and TV games. If found they will be confiscated until term ends and sent home.
- No music in the dorm or common room. Music can only be listened to individually via earphones.

TOWN LEAVE

Town leave is permitted each Saturday morning.

- Students must confine their shopping activities to the two main malls and are not permitted to visit private homes, or hotels unless in the company of their parents.
- Bottle stores and bars are strictly out of bounds.
- Students are advised to shop in groups and to be careful when out on their own in town, particularly at month end.
- Girls will not be allowed to have braids done during term time, as this is very time consuming.

TRAVELLING TO AND FROM SCHOOL

- The school office is to be informed in writing of all travelling arrangements for boarders to facilitate transport arrangements. Students will not be allowed to leave the school premises unless parents have made contact with the school office 24 hours in advance of the intended departure.
- Boarders arriving in Maun for holidays at the bus rank or airport will be responsible for their own transport (usually by taxi).
- Boarders may stay in the hostel 24 hours before and after the beginning and end of each school term.
- Boarders may not leave school before day students at term ends. Half terms end at 1:10 p.m. and full terms end at 10:00 a.m. Bus/flights etc must be caught before these times, if necessary, the following day.

VISITORS

- Visitors should report to the school office or a member of boarding staff before meeting with the student.
- Visitors may not enter the dorm blocks and all visiting should take place in the school areas

WEEKEND LEAVE-OUTS

- We request that weekends away from school be limited as far as possible, as it is very disruptive for hostel routine when students are away.
- Students will only be allowed out for weekends in the company of their parents, or by special arrangements with the parent.

WEAPONS, ALCOHOL AND DRUGS

- No alcohol or drugs may be consumed, used or brought into the hostels or onto the property. Severe disciplinary action will be taken for violation of this rule which can include being expelled from the boarding sections.
- No alcohol may be consumed when on town leave while visiting friends or in restaurants.
- No weapons may be brought into the residences or onto the property. If found, they will be confiscated and parents will be notified.

The administration reserves the right to test students for substance abuse/alcohol and to perform body searches.

GENERAL/CLOSING

- The Management of the School shall not be held responsible or liable for any loss or damage sustained by any student arising from the conduct or action of any other students arising out of incidents in contravention of the Rules of the School or the Hostel.
- The School reserves the right to claim damages from any student whose conduct or action causes any damage or loss to the School or its property.
- If a student is required to leave the residence for disciplinary reasons, no fees will be refunded.
- Each student must read and sign these hostel rules upon entry into the program. A set of the rules will be issued to parents.
- Ignorance of these rules will not be accepted as an excuse for infringement.
- All amendments to these rules will be sanctioned by the Principal. Changes will be presented to each student in a documented meeting and signed for.
- The Principal has the right to change any of the above rules should the situation make this necessary.

OKAVANGO INTERNATIONAL SCHOOL BOARDING HOUSE RULE HANDBOOK

Acknowledgement

| I (We) | parents(s) of | | |
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| | to comply with all the poli | Rules and have read and agree to its icies and procedures which includes student as referenced above. | |
| I (We) understand that the po are intended for information pro- communications or school pra | ourposed only. The handboo | | |
| | e subject to interpretation, ree) also understand that these | n the policy manual and review and change by management at se policies may be modified only in | |
| Parent(s) Signature(s) | | Date | |
| Student Signature | | Date | |
| This page to be returned to | the school office. | | |

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