



ENQUIRIES: PRINCIPAL

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PUTUAVANGA SECONDARY SCHOOL

Education Emancipates

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Opuwo

PUTUAVANGA SECONDARY SCHOOL

SCHOOL RULES

1. These rules are intended to create a positive learning and living environment for all learners registered at Putuavanga Senior Secondary School, hence they should be obeyed and followed at all times. The School Management and School Board reserve the right to amend, and or alter these rules at any time if deemed necessary. The code of conduct for learners as stipulated in the Education Act (Act No. 16 of 2001) will be used in conjunction with these School rules.

PHYSICAL APPEARANCE OF THE LEARNERS AT THE SCHOOL

Boys	Girls
Maroon trousers	Maroon dress
Maroon socks	Maroon Socks
Black school shoes	Black school shoes
Maroon jersey	Maroon Jersey
Maroon/White truck suits	Maroon/White truck suits
Very short hair, neat, no dyeing or extension of hair is allowed. Beards should be shaved.	Very short hair, neat, no dyeing or extension of hair is allowed.
No covering of head with caps/anything in the school premises	No covering of head with caps/anything in the school premises
Short nails, no nail polish	Short nails, no nail polish
No jewellerys, only watches	No jewellerys, only watches
No makeup is allowed.	No makeup is allowed.

TIME

- **School starts at : 7:00**
- **Register period: 07:00-07:20**
- **First Period: -07: 20**
- **Break time: 10:00-10:35**
- **Last period ends: 13:15 (Day 1-6)**
- **Last period ends: 13:55 (Day 7)**
- **Afternoon study:15:00-16:00**

ASSEMBLY:

Will only be held on Mondays and Fridays at 06:30 a.m.

The assembly is compulsory to all learners and the scripture reading and information dissemination will be part of it.

2. OFFICIAL LANGUAGE

All learners are compelled to use English at all times during school hours and school activities/functions.

3. SCHOOL ATTENDANCE AND PUNCTUALITY

All learners must attend all school days as stipulated in the Ministry of Education school calendar. If a learner is absent from school, it is the responsibility of the parent or superintendent in the case of a boarder to inform the principal of the learner's absence. Learners wishing to go home to attend a funeral or traditional ceremonies should be accompanied by his/her parents/guardian before permission is granted. Learners are expected to arrive on or before the starting time for every school activity.

4. HOSPITAL PERMISSION

This will take place from 13:30 p.m. but exceptions of those showing serious signs of illness will be made.

5. VANDALISM, STEALING, SELLING AND BORROWING

- Vandalism to school and government property is a serious offence
- No stealing of other learners belongings, school or government properties
- No stealing of staff members and visitors or community members properties
- Selling of any kind of stuff, either personal belongings or operating a business on the school premises is strictly prohibited.
- Borrowing of an item (money/clothes) etc. from fellow learners or outsiders is not allowed.
- Forging of signatures on progress reports and other official documents is strictly prohibited

- Possession of weapons at school related programmes: knives of any size, firearms, traditional weapons such as panga, knobkerries etc. screw drivers, stick, wires, metal etc. is not allowed.

6. ASSULTING/FIGHTING

The following are not permitted

- Internationally and consciously/knowingly causing bodily injury to another learner
- Threatening another learner with imminent bodily injury
- Causing physical contact with another learner when the learner knows or reasonably believe that the other learner will regard the contact as an infringement or provocative act.

7. FLIRTING AND PREGNANCIES

- No peeping through the windows of rooms/dormitories meant for the opposite sex is allowed.
- No sexual behaviour of any kind is allowed within the school/hostel or even outside while a learner is under the care of Putuavanga Secondary School.
- Staying in the darkness pose a serious threat to teachers and learners, hence it is strictly prohibited.
- In an event where a learner falls pregnant, ministerial policies and directives will apply.

8. HYGIENCE/SAFETY

- School and hostel areas including classrooms and dormitories must be kept clean and tidy all times
- All learners should take bath/shower before coming to school
- No playing or opening electrical boxes or switching on/off lights unnecessarily is permitted
- No playing with sockets or plugs, fire, chub fire extinguishers or water
- Jumping through the windows/fence is not allowed
- No removing of chairs, desks or tables from classrooms.

9. VISITORS

- No visitor is allowed to enter/overnight in dormitories or blocks of learners (boarders) without the permission of the hostel superintendent

- Visitors who wish to visit the school or hostel are required to obtain permission from the principal/superintendent.
- Sick boarders must report themselves to the supervisors on duty who will in turn inform the principal via the superintendent of their absenteeism at school.

POLITICS

- Learners not allowed to publicly wear any political party attires/speak about politics in the school premises.
- Laws/regulations/rules/policies concerning politics should be adhered to.

10. MINOR INFRINGEMENTS OR VIOLATIONS OF SCHOOL RULES

These constitute:

- Failing to bring the correct books or materials to class
- Leaving class/school without permission
- Using vulgar language, mocking, showing obscene gestures.
- Throwing dangerous objects that may damage properties or hurt another learner
- Failing to comply with lawful directives/instruction issued by the teacher or staff heading/leading the activities
- Sleeping in the class
- Bunking lessons
- Discourteous behaviours towards staff members
- Talking excessively in class without the teachers permission
- Failing to do homework or assignment
- Engaging in a conduct that disrupts the school environment or educational progress
- Engaging in littering
- Writing on chairs, desks or writing board without the permission of a teacher.
- Undermining deliberately the stated vision and mission of the school
- Selling/borrowing

MEASURES TO BE TAKEN:

1. Warning and punishment and record at class level for at least two times.
2. Third offence which is the first referral from the class level should be referred to the School disciplinary committee (DC) and the **Verbal warning** shall be awarded to the learner accompanied by productive punishment and counselling.
3. For the second referral from the class level, the Disciplinary committee through the principal will invite the parent/guardian of the learner for a discussion about the learner' behaviour and

First written warning shall be awarded to the learner accompanied by productive punishment and counselling.

4. For the third referral from the class level, the Disciplinary committee through the principal will invite the parent/guardian of the learner for a discussion about the learner' behaviour and **the second written warning** shall be awarded to the learner accompanied by productive punishment and counselling.
5. For the Forth referral from the class level, the Disciplinary committee through the principal Will invite the parent/guardian of the learner for a discussion about the learner' behaviour and **the Final written warning** shall be awarded to the learner and the principal will refer the case to the school board for further actions and recommendations.

Postscript/Note: No learner should be taken to the DC/Principal unless corrective attempts has been made by the teacher.

11. SERIOUS INFRINGEMENTS OR VIOLATIONS OF SCHOOL RULES

- Absenteeism and arriving late to school, class or other school activities
- Refusal to participate in class activities and doing of homework or assignments
- Drawing/writing on desks, chairs or on the wall
- Using vulgar language
- Failing to put on a school uniform
- Cheating or copying another learners work
- Hazing/bullying
- Playing with electrical boxes, lights, sockets, plugs, fire, chub fire extinguishers or water
- Jumping through the window/fence
- Bunking or dodging lessons
- Being in possession of tobacco/smoking
- Disrupting school activities
- Abusive language or aggressive behaviours towards other learners, staff members or visitors
- Leaving the school/hostel premises without permission
- Bringing the name of the school into disrepute
- Failing to comply with lawful directives/instructions issued by staff members or the office of the principal
- Using cell phones/MP3/IPod/laptops in the school premises at any time.
- Disrespecting visitors or elderly people
- Disrespecting and undermining those in position of leadership at the school such as LRCs, class monitors, sport clubs captains etc.

MEASURES TO BE TAKEN

1. For the first referral from the class level, the Disciplinary committee through the principal will invite the parent/guardian of the learner for a discussion about the learner' behaviour and **First written warning** shall be awarded to the learner accompanied by productive punishment and counselling.
2. For the second referral from the class level, the Disciplinary committee through the principal

will invite the parent/guardian of the learner for a discussion about the learner' behaviour and **the final written warning** shall be awarded to the learner accompanied by productive punishment and counselling.

3. For the third offense, the principal/DC will refer the case to the school board for further actions and recommendations.

Postscripts/Note: All serious offences must be reported to the DC/Principal immediately and the learner must appear before the DC/principal.

12. MAJOR INFRINGEMENTS OR VIOLATIONS OF SCHOOL RULES

- Possessions of weapon at school
- Assault
- Fighting
- Sexual abuse
- Rape
- Theft
- Vandalism
- Stealing
- Possession of pornographic material or being naked on school/hostel premises.

MEASURES TO BE TAKEN

1. Should be referred to the Disciplinary committee/ the principal and the Disciplinary committee through the principal will invite the parent/guardian of the learner for a discussion about the learner' behaviour and **the Final written warning** shall be awarded to the learner and
2. The principal will refer the case to the **school board** for further investigation, actions and recommendations.
3. The principal may invite the involvement of the **Namibian Police force** in some cases.

Some cases may be referred directly to the school board/police even if it is the first offence depending on their seriousness. The measures must be applied at all times and parents have the right to appeal in writing if they dissatisfied with the measures taken.