

MISSION STATEMENT

WHS, THE SCHOOL OF CHOICE, INSPIRING LEARNERS TOWARDS A FLOURISHING FUTURE.

VISION STATEMENT – The WHS road map in to the future

At Windhoek High School we:

- ensure effective and efficient governance of the school;
- establish a team of well qualified, professional, motivated teachers;
- employ innovative and effective approaches to quality teaching;
- establish a disciplined, caring and stimulating learning environment;
- ensure WHS is ranked academically under the top 10 schools in Namibia every year;
- challenge learners to achieve excellence in academic, cultural and sport activities;
- provide well-maintained buildings, classrooms and sport facilities;
- secure positive relations with feeder schools and other secondary schools;
- establish quality involvement of parents, the community and alumni.

CORE VALUES

Guided by the WHS motto, “Virtus Floreat”, we strive to integrate character-forming values into our school ethos:

- We value **VIRTUE** and honour the proud traditions of our school.
- We value **CLEAR GOALS** for teacher and learner achievement.
- We value **INTEGRITY** and a firm attachment to moral principles.
- We value **CHARACTER** and will not compromise what is right.
- We value **RESPECT** for self and for others.
- We accept **RESPONSIBILITY** for our education, decisions and actions.
- We value nurturing **A POSITIVE ATTITUDE** towards teaching, learning and life.
- We value the **TRUTH** and cherish honesty and truthfulness in all we say and do.
- We value **HUMILITY** as a key factor in personal success.
- We value **CREATIVITY** and strive to implement new ideas from teachers, learners and parents if it can add positive value to the well-being of the school.

A SCHOOL COMMITTED TO EXCELLENCE

Within a well-developed and maintained school and hostel facilities. WHS offers:

- accessible, equitable, qualitative education to learners
- a comprehensive curriculum based on religious and moral principles
- the most comprehensive subject choice in Namibia
- a NSSC curriculum for Grades 11 – 12 with internationally accepted standard in (H)IGCSE subjects
- an atmosphere conducive to academic excellence
- a value based, disciplined learning environment
- two well -equipped computer centres where the following is available
 - the subject Computer Studies/Keyboarding & Word Processing/ Office Administration
 - internet access with wi-fi on school premises

- well-equipped Science laboratories
- a media centre with 10 000 books and modern learning facilities
- a special program to develop the entrepreneurial skills of learners
- special programs to develop self-knowledge, self-esteem, leadership skills and basic life skills
- exposure outside the boundaries of Namibia, through annual tours
- excellent coaching in 7 sports codes and several cultural activities, by teachers and experts from outside the school
- professional career guidance by 3 guidance teachers
- professional administration and organisation of the sport program by a sports organiser
- a unique WHS-culture of success, developed over more than 100 years
- a Windhoek School Foundation managed by an independent trust, rewarding teachers for hard work
- a loyal Alumnae Association

PARENTS, TEACHERS, LEARNERS, ALUMNI

PARENTS

As parents, we are truly multicultural and representative of diverse beliefs of how our children should be educated. Ultimately, however, we believe in the same character-forming core values (virtue, idealism, respect, truth, unity and service, (*virtues*) that direct all teaching and learning at WHS.

- As parents and the primary educators of our children, we, therefore, take up the challenge to indicate these core values in our children at home, to live our own lives accordingly and to assist the school wherever possible to prepare our children for a better future.
- As parents, we take it upon ourselves to get acquainted with all the school rules as set out in the Codes of Conduct, relevant legislation and MEC policy, to discuss the importance of these rules with our children and to encourage them to obey these rules. We commit ourselves to give our fullest co-operation.
- We acknowledge that our children are privileged to attend WHS and that their behaviour should never bring the school in disrepute, be it during school hours or after school. As responsible parents, we should be role models.
- We have the highest respect and admiration for these teachers who despite difficult working circumstances, continue to do their utmost to prepare our children for life. We will continue to encourage our children to appreciate their efforts, amongst others by exemplary behaviour and showing of respect.
- We understand the importance of discipline in the day-to-day running of a school and that transgressors should be held responsible for their misconduct. We are, however, in agreement that WHS is acting proactively by moving in the direction of being value driven rather than rule driven.
- As critical thinkers, we may sometimes disagree on the methodology used to indicate these values, but our different ideas will be shared in a positive spirit of partnership and dialogue.

TEACHERS

WHS is fortunate to have well qualified teachers who are passionate about teaching children. As professional educators we are continuously improving our skills and methods to act as role models for the learners. We are dedicated to help every learner under our care to achieve optimal success academically, culturally and on the sports field.

- As professional educators with high religious and moral standards, we strive to inculcate character forming values in learners. We expect parents to do the same.
- Teachers have the right to fulfil their teaching responsibilities in a professional manner. We may, therefore, expect good behaviour, respect, dedication and a positive attitude towards learning from every learner.
- Teachers are under the obligation to enforce school rules to create an orderly learning environment. Enforcing school rules is a responsibility that teachers often do on behalf of parents who are reluctant to

discipline their own children. However frustrating this may be, teachers always try to deal with transgressions in the prescribed manner, being fair and consistent.

- As teachers, we believe that positive reinforcement of good behaviour is a powerful measure to establish a culture of self-discipline in any school.

LEARNERS

As learners of WHS, we realise that we are privileged to attend one of the best schools in Namibia. Being a learner at WHS places a very special responsibility on each and every learner – a responsibility to make a personal commitment to carry further the tradition of excellence and to live the motto “Virtus Floreat”.

- We realize that to ensure that an optimum, equitable and participative learning environment is created and sustained at WHS, we have to abide by the rules contained in the Code of Conduct, legislation and ME policy. We appreciate that we are not denied the right to question the validity of rules and are in fact encouraged to participate through the proper channels in the drafting of changes to the Code of Conduct. Once a rule has however been made, we obey such rules and accept that transgressions will be dealt within the prescribed manner.
- We respect the authority of our teachers and therefore, always behave in a civilized way, thus giving credit to our teachers for their commitment to educating us for a better future.
- We are ambassadors of the school, the virtue we stand for and, therefore, apply the same standards of civilised and exemplary behaviour after school hours when we represent our school or when we are in the care of our parents or guardians.

ALUMNI

As alumni of WHS, we fully support the vision, mission, values and Codes of Conduct of our Alma Mater and will help the WHS learning community by word and deed to achieve the high ideals and standards set and maintained over many years.

CODE OF CONDUCT FOR LEARNERS

The WHS Code of Conduct is based on the WHS Vision, Mission and Core Values and in the MEC Policy. In accepting this Code of Conduct, learners, parents and teachers of WHS support the school’s proud tradition of Virtues, Idealism, Respect, Truth, Unity and Service. The Code of Conduct is a positive tool ensuring that an optimum, equitable and participative learning environment is created and sustained at WHS, for the benefit of all learners in order of each and everyone to develop to their full potential.

RESPONSIBLE BEHAVIOUR AND ATTITUDES:

1. Learners take pride in their school and respect the values of the school as implemented through the Code of Conduct, which is accepted as a guide for typical WHS attitudes and behaviour.
2. Learners of WHS are polite and respectful towards their fellow learners, teachers, parents and visitors to the school. They act as ambassadors of their school in all circumstances, realising that the image of the school rests on their good behaviour.
3. WHS learners accept the structures of authority and discipline, such as the Discipline Code, the School Management, the School Board, the Student Representative Council and the legitimate structures of the Ministry of Education.
4. WHS learners respect and the national symbols of Namibia, the symbols of WHS and those of all other schools.

ATTENDANCE, ABSENCE AND PUNCTUALITY:

1. WHS learners accept the duty and privilege of attending school regularly, and arriving at school and classes punctually (07:05 – 13:15). Assemblies are compulsory to attend.
2. WHS learners take full responsibility:

- to be in class every period,
 - to be on time for every class,
 - to be ready with proper done homework,
 - to keep quiet in class,
 - to obey the instructions of the teacher,
 - to pass every test and
 - to respect the teacher and other learners in class.
3. **WHS learners follow the correct procedures in case of legitimate absence:**
- parents to phone the school,
 - a letter is sent to the register class teacher,
 - in a case of absence of longer than three days, or in the case of absence from a test or examination, or absence on a Monday or Friday, a medical certificate is required.
4. **WHS learners may not leave the school grounds at any time during the school day without written permission from the principal or deputy principals.**
5. **WHS learners who are sick at school should obtain permission to leave the school with a note from the Secretaries and should call their parents (calls should be made at the Secretary's office only – learners are not allowed to call / send text messages from cellular phones as cellular phones are not allowed on school premises) to collect them at the office. All learners are to be collected at the office.**

SCHOOL PROPERTY:

1. **WHS learners take pride in the neat appearance of their school environment. They respect and protect school property and the property of any other institution, at all times. Learners accept co-responsibility for the neatness of classrooms and the school grounds. Writing on desks, littering, or any damages to school property, is punishable. Toilet facilities are to be kept clean, tidy and hygienic at all times. Flocking together in toilets is to be avoided.**
2. **WHS learners accept responsibility for the care of their school books, according to the following guidelines:**
- each book must be covered in suitable paper and/or plastic material;
 - pages may not be torn out;
 - writing in text books is prohibited;
 - books must be carried in cases with rigid sides;
 - cases may only be marked with a learner's name and grade.

MISCONDUCT, UNDESIRABLE PRACTICES AND DISCIPLINARY CODE

WHS learners avoid undesirable practices and misconduct as a matter of self-respect and loyalty to the Education Bill and WHS school rules. In case of misconduct, disciplinary action (which can include suspension or expulsion) will be taken in accordance with the Disciplinary Code.

Serious disciplinary action can be expected in cases where learners are found guilty of:

- any form of initiation;
- any form of vandalism;
- immoral conduct;
- use of mobile phone during school hours;
- the habitual use of foul language;
- undesirable literature;
- the possession of dangerous weapons or instruments;
- drugs or anything associated therewith;
- possession or use of alcohol;
- disrespectful conduct towards teachers, learners or LRC;
- damage to property;
- violence;
- fighting;
- unauthorized access to the possessions of others;
- or any other action or practice that may influence other learners detrimentally or harm WHS in any way.

GIRLS' SCHOOL UNIFORMS:

Official school clothes are available at OTB Sport or Boundary Wholesalers (Southern Industrial Area) or Shooltex (Town Square City Centre).

Conduct

Girls in WHS are respected and honoured for their gender. They should behave accordingly. Although in the process of becoming young ladies, girls in WHS remain in school uniform. Fashion trends and fads in hair styles, make-up and excessive jewellery are, therefore, inappropriate.

Senior girls:

Summer uniform

Grade 12

- Navy blue six-panel WHS skirt. Length of skirt: 10 cm above the ground when kneeling.
- Light blue school shirt.
- Navy blue tie with Kudu head motif.
- WHS blazer, WHS pullover, WHS jersey.
- Stockings colour: Sonnet, Caramel, Beach Bronze or the same colour as the skin.
- Black school shoes with strap across the foot (No boys' shoes are allowed / lace ups). NO flat / ballet shoes. Front soles not more than 15 cm thick.

Grade 11

- Light blue six-panel school dress (Tetrex) with navy blue collar, cuffs and button over girdle. Length of dress: 10 cm above ground when kneeling.
- Girdle to be worn around the waistline, not more than 5 cm below the waistline / not loose.
- WHS blazer, WHS pullover, WHS jersey.
- Stockings colour: Caramel or Beach Bronze.
- Black school shoes with strap across the foot (No boys' shoes are allowed / lace ups). NO flat / ballet shoes. Front soles not more than 15 cm thick.

Junior Girls

Summer uniform

Grade 8 – 10

- Light blue six-panel school dress (Tetrex) with navy blue collar, cuffs and button over girdle. Length of dress: 10 cm above ground when kneeling.
- Girdle to be worn around the waistline, not more than 5 cm below the waistline / not loose.
- Short white socks, not less than 5 cm above the top edge of shoe at the back or 2 – 5 cm above the ankle. Not a roll; should be folded neatly.
- Black school shoes with strap across the foot (No boys' shoes are allowed / lace ups). NO flat / ballet shoes. Front soles not more than 15 cm thick.

Winter uniform

Grades 8 -12

- Navy blue six-panel WHS skirt. Length of skirt: 10 cm above the ground when kneeling OR navy blue WHS trousers.
- Light blue school shirt with long sleeves, fit around the neck and must be neatly tucked in (not folded in)
- WHS School tie (Grade 8 – 11); navy blue tie with Kudu head motif (Grade 12). Tie not more than 2 cm above the skirt.
- WHS blazer.
- V-neck jersey in regulation colours (optional).
- Navy blue winter tights. Short navy blue socks may be worn with trousers.
- Black school shoes with strap across the foot (No boys' shoes are allowed / lace ups). NO flat / ballet shoes. Front soles not more than 15 cm thick.
- Sleeves of blazer, jersey and shirt, wrist length.
- WHS pullover (optional)

Scarves in winter

- Scarves are optional

- WHS school scarves are available at the sports office (WHS plain navy blue).
- Length of scarf: 1.5 m.
- No shawls are allowed.
- No ear warmers (ear muffs)

General Appearance

- WHS girls should be well-groomed and their appearance becoming of girls in school uniform.
- Hair: Short hair worn in a plain, neat style; long hair worn in ponytail or plait(s). A healthy good-looking girl's hair is always clean and shiny and does not obstruct her sight. One neat ponytail, only at the back of the head. NO wet look / change from natural hair colour – NO dye / high lights in the hair. Neat buns allowed (ballet), but NO "birds' nests". Short hair not over collar but always neat. No wigs, NO human hair pieces, NO weaves. Braiding should be done in plain singles – thin / medium (NO thick braiding) plaited neatly (NO fancy styles). No loose out (curly) braiding, short and neat afro-style is allowed.
- Hair accessories: Elastic bands: plain navy / dark blue / same colour as hair
Grips / clips: Plain & small silver / navy blue / same colour as hair
Alice bands / hairs bands: Plain and thin – navy blue / black / same colour as hair.
- Nails: short and clean. Translucent nail polish (colourless) optional for Grade 11 & 12 learners.
- Appropriate jewellery: Watch with gold, silver, white, black or brown thin plain strap (NO fancy watches), Medic Alert straps, one pair of matching earrings – gold or silver – plain rings not more than 1 cm in diameter, plain spherical studs, not more than 3mm in diameter, worn in middle of ear lobes.
- NO Make-up, including foundation and lip-gloss/lip-gel in fashion colours and hair that is coloured, tinted, bleached or gelled is not appropriate for girls in school uniform and therefore not allowed.
- Only official school badges and or pins for academic, sports, extra mural allowed. Teamhouse pins are only used during Interhouse.
- Tights, navy blue for winter only.
- NO cosmetic / coloured contact lenses.
- No tattoos and unnecessary piercings are allowed.

BOYS' SCHOOL UNIFORM

Conduct:

- Boys must be gentlemen at all times and behave as such. They must be neat in appearance and dress – on school grounds and outside the school.
- No tattoos and unnecessary piercing are allowed

Senior Boys (Gr. 11 & 12)

Summer and winter uniform:

- Light blue school shirt (long or short sleeves);
- Long dark grey flannel trousers with a black belt;
- School tie;
- School socks;
- Black school shoes with laces;
- WHS blazer;
- A V-neck jersey in regulation colours;
- Sleeve's length: on the wrist.

Junior Boys:

Summer uniform:

- Mid gray school shorts;

- Light blue shirt with short sleeves, or with long sleeves, or with long sleeves neatly rolled up to 5cm above the elbows;
- Mid grey long socks with regulation colours;
- Black school shoes.

Winter uniform:

- Long dark grey flannel trousers with a black belt;
- Light blue school shirt with short or long sleeves;
- School tie;
- Mid gray school socks;
- Black school shoes;
- WHS blazer;
- V-neck school jersey (optional);
- WHS pullover.

Scarves in winter:

- Scarves are optional;
- They should be plain navy blue / WHS scarves;
- Length of the scarf: 1.5 m.
- No shawls are allowed

Hair:

- Hair should appear clean, neat, tidy and dry at all times;
- Short – no extreme fashion trends;
- Boys should be properly shaved every day.

Jewellery:

- Only watches with a normal strap and Medic Alert bracelets may be worn

CODE OF CONDUCT FOR HOSTEL LEARNERS

(The hostel rules are available under separate printed cover)

I DISCIPLINARY PROCEDURES

1. PROCEDURES TO BE FOLLOWED FOR TRANSGRESSIONS WHERE SUSPENSION OR EXPULSION IS NOT IMPOSED.

1.1 Should there be a violation of the school rules; teachers and members of the LRC give transgressions, a correction and oral warning. It might end up in a letter to the parents.

1.2 Should there be a serious repeated violation of the school rules, the normal process should proceed as follows:

- the teacher or LRC member or somebody else, report the transgressor / transgression to the principal or a member of the management team;
- the principal conducts the investigation;
- if needed a thorough investigation by a disciplinary committee (compiled by the principal) should be conducted by consulting with all parties directly involved;
- consultation with the parents should be considered;
- the disciplinary committee notifies the principal of the outcome of the investigation;
- the management team and/or the principal makes a decision on the disciplinary measures to be taken;
- writing a letter to the parents informing them of the final decision. If not satisfied, the parent may appeal to the school board;
- counselling the transgressor.

2. PROCEDURES FOR SUSPENSION AND EXPULSION

Procedures to be followed in cases of very serious and repeated transgressions of the school rules. These procedures concerning learners in Government Schools, are described under sections 11 and 12 of Regulation No. 215 of 1987, as amended by AG 25 of 22/07/1987 and confirmed in Circular: Form Ed 1/2000.

- 2.1. A principal may suspend a learner, who is guilty of misconduct as contemplated in section 10 of Regulation No. 215 of 1987, with immediate effect from the government school and / or hostel, if he/she is convinced that the further presence of the learner:
- poses a threat to the safety and well-being of other learners or staff, and their property; or
 - is detrimental or possibly detrimental to the good order and discipline of the school / hostel and to the progress of other learners.

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- 2.2. Any learner who has been suspended shall during his / her suspension not have any access to the school and hostel.
- 2.3. When the principal suspends a learner, the principal shall:
- immediately notify the parents / guardians in writing of the suspension and direct the attention of the parent to the appeal procedure:
- 2.4. When the principal recommends expulsion, the principal shall:
- immediately notify the parents / guardians in writing of the expulsion and direct the attention of the parent to the appeal procedure;
 - within ten days of the expulsion convene a meeting with the school board.

The school board shall:

- notify the parent / guardian and the learner of the date of the school board meeting.
- grant the parent / guardian an opportunity to make a written submission within ten days of the meeting to the regional director regarding the confirmation of the suspension and expulsion of the learner, or the uplifting of the suspension. The school board may recommend alternative measures to expulsion.

The regional director shall:

- conduct further investigation as he / she may deem necessary;
- submit to the permanent secretary within 21 days his / her recommendation regarding the confirmation of the suspension and expulsion of the learner, or the uplifting of the suspension.

The permanent secretary shall:

- take under advisement all relevant information including any appeal by the parent / guardian;
- set aside the suspension of the learner, or confirm such suspension and expel such learner, which decision shall be final;
- inform the regional director, who will inform the principal, who will inform the parent / guardian of the final decision.

The parent of any learner who has received a notification of suspension and recommendation of expulsion as set out in 2.4 above:

- may within 30 days after the date of suspension appeal to the permanent secretary against the suspension;
- must lodge an appeal in writing which must contain the grounds on which the appeal is based.

J. REGISTER OF TRANSGRESSIONS

The register refers to the most common (NOT ALL) transgressions.

1. GENERAL TRANSGRESSIONS:

- Coming late for school.
- Absent first school day(s).
- Absent last school day(s).

- Wilfully not attending assemblies.
- School uniform standard not adhered to.
- General appearance inappropriate.
- General hygiene undesirable.
- Late for class.
- Disruptive / noisy in class.
- Unacceptable behaviour.
- Littering.
- Unacceptable school bag.
- Uncovered books.
- Books not in class.

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- Uncaring attitude towards books.
- Test book not available.
- Test book not signed.
- Negligence of homework.
- Copying of homework.
- Embarrassing and undesirable physical contact.

CORRECTIVE MEASURES

Teacher: Reprimands learner and complete a transgression form. On recurrence the teacher sends a letter to the parents.

Management: Sufficient evidence – exhortative interview with learner – interview with parents – positive suggestions / solutions / plan of action plus final warnings.

Recurrence: Expulsion, suspension or expulsion proceedings.

Absenteeism: Marked absent, no report if absent on last school day. Continuous absenteeism – removal from register.

2. SERIOUS TRANSGRESSIONS:

- Vandalism.
- Continuous absence.
- Showing disrespect to teachers.
- Wilfully not attending class.
- Breaking down self-respect of other learners / victimization.
- Disrespect for religious and moral principles of other learners.
- Disregarding the authority of the Principal, Management, Teachers and LRC members.
- Leaving the school premises without permission.
- Using foul language.
- Smoking on the school grounds premises during school hours.
- Smoking when attending an event under the authority of the school.
- Misuse of toilets at the school.
- Texts books not handed in at the end of the school year.
- Text books (Gr. 12) not handed in at the end of their final examination.
- Attendance / organising of political rabbles or rousing meetings.

CORRECTIVE MEASURES:

- Learners send to grade management member. Transgression indicated on transgression form.
- Management reprimands, rebuke exhortative interview: parent involved
- Letter / interview indicating expulsion / suspension recommendation for expulsion.
- Recurrence – recommendation for expulsion.
- Vandalism – compensation
- Text books Gr. 8 – 11 not handed in at the end of the academic year – no text book in successive year.
- Text books Gr. 12 – recommendation of cancellation of examination subsidy.

3. VERY SERIOUS TRANSGRESSIONS:

- Continuous misbehaviour and disruption.
- Unacceptable behaviour towards principal, management, teachers and LRC. Showing disrespect.
- Dishonesty in tests and examination.
- Use of assisting electronic devices.
- Fighting / assaulting on school premises.
- Possession of and / or consumption of alcohol.
- Consumption of alcohol in public places.
- Possession of pornographic material on school premises / at school events.
- Possession of and / or consumption of drugs on school premises / at school events.

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- Possession of dangerous weapons on school premises / at school events.
- Pregnancy, mothers and fathers. Circular 5/2001
- Misconduct as defined by the MEC Circular 1/2000.

CORRECTIVE MEASURES:

- Learner referred to management or principal.
- Parent is informed / interviewed of suspension.
- Issue discussed by management team / disciplinary committee.
- Re-occurring transgression – recommend expulsion.
- Pregnancy (both mother and father) learner stays home for one year to attend to the baby. Circular: Formal Education 5/2001.
- Violation of law – report to police.

K DRUG POLICY FOR WINDHOEK HIGH SCHOOL

Drug and alcohol addiction has become a frightening reality in Namibia. It knows no barriers of class, race or religion and teenagers are particularly vulnerable to the drug culture.

Windhoek High School is committed to providing its learners with a holistic education, one meaningful to the broader community. We believe that the abuse of drugs and alcohol is a danger to the physical and spiritual well-being of our learners and is counter-productive to the values, aims and activities of the whole community.

Our Drug Policy is designed to provide learners, parents, teachers and others associated with the school with a clear guide as to the principles and procedures which state our approach to the problem of drug and alcohol abuse.

Substance abuse is defined as the unauthorized use of drugs (whether legal or illegal). The school, in association with accredited professionals and organizations, with professional ethics and codes of conduct, which honours the dignity and rights of the child, which appeals to parental obligation and responsibility and which serves the best interests of the school as a whole, will assist learners with abuse and dependency problems.

Agreement to abide by the spirit and terms of this policy as part of the general Code of Conduct of this school is a fundamental condition for acceptance into the school and for participation in all its programmes and activities.

1. Substance abuse is defined as the use of intoxicating liquor or narcotic substances by any scholar, on or off school premises, unless prescribed by a registered medical practitioner.
2. The parents, principal, management team, school board, LRC, school counsellors, teachers and care team will bear joint responsibility to ensure that Windhoek High School remains a drug free zone, in agreement with the stipulations of the document: Circular: Form Ed 1/2000 of the MEC.
3. A care team, consisting of the principal, two members of staff and two parents will take responsibility for the implementation of this policy. If needed, the care team can be extended with specific expertise.
4. All instances of substance abuse will be investigated and actions taken consistent with this policy.
5. When there is reason to believe that a learner is abusing drugs or alcohol, or is suffering at the hands of others who are doing so, the matter will be referred to the care team. Referrals can be made by fellow learners, friends, family, members of the community and members of staff.

6. The care team concerned will take all the steps necessary to investigate and verify the seriousness or otherwise of the problem.
7. The degree of involvement of any learner will be assessed carefully and actions taken will commensurate with the severity of the case, the past disciplinary record of the individual concerned, any coercion or intimidation which may have taken place and the reaction of the learner(s) involved.
8. In every case parents / legal guardians will immediately be informed of the children's involvement and actions taken.

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9. Disciplinary actions will be taken immediately against learners, who abuse drugs, who come to school under the influence of drugs and / or alcohol. This includes the possession of, the provision of or causing to be provided at the school of illegal drugs or alcohol. This also applies to any organized school outing or events at the school. This also applies to learners using drugs and / or alcohol in public places outside the school (Form Ed 1/2000). Learners behaving like this come back to school and, therefore, this behaviour will influence other learners detrimentally and will harm WHS as educational institution.
10. Disciplinary action may take the form of:

Impositions	Written warning	Final warning
Regular monitoring	Withdrawal	Suspension / Expulsion
11. Where a learner is distributing and / or selling and / or is in possession of illegal drugs or alcohol at school, that learner will be liable for immediate suspension or expulsion. In such cases the school will contact the parents / legal guardians and refer the matter to the police for further investigation. The school will assist the police in their investigation at the school and will also initiate appropriate disciplinary actions of its own.
12. The care team will provide parents with contact persons of outside agencies such as DAG, doctors, Drug Wise Pharmacies and Nova Vita, who will take over counselling, monitoring and/ or other means of support deemed necessary at any time. Parents / legal guardians will be liable for all costs involved.
13. Confidentiality of the child and the family will be safeguarded at all times throughout any procedures contemplated in this policy. The school board, management team and care team cannot, however, accept responsibility for breaches of confidentiality over which they have no control such as those made by parents and learners themselves and information leaked regarding police matters and court cases or any other related issues.
14. If a learner repetitively gives ground for concern, the school has the right to take him / her for a urine test conducted by Nova Vita.
15. At any given time, the school may ask the Drug Squad to conduct a search for drugs on the school premises, or at any event under the jurisdiction of the school.
16. Alterations and / or additions to this policy may take place from time to time as the school may deem necessary.

WHS AT A GLANCE

VISION

MISSION STATEMENT

CORE VALUES

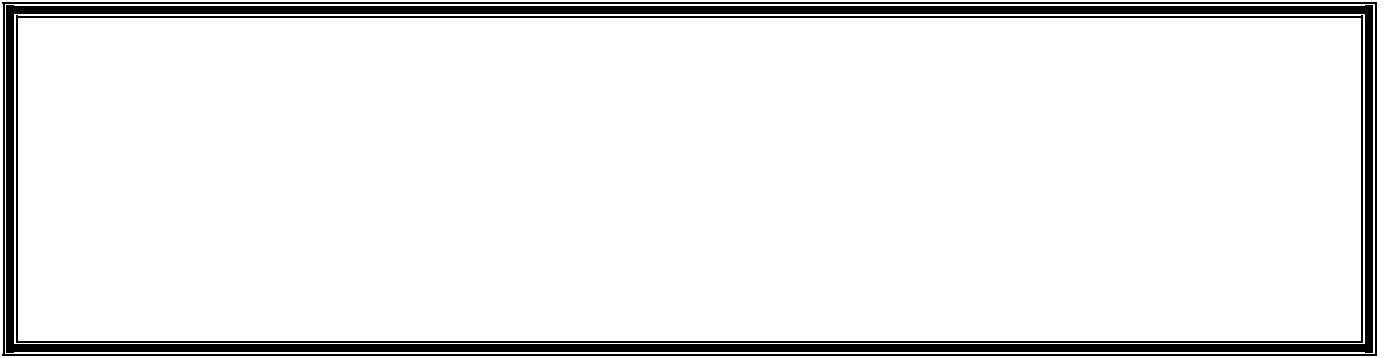
A SCHOOL COMMITTED TO EXCELLENCE

**EXPECTATIONS AND RESPONSIBILITIES
WITHIN THE SCHOOL COMMUNITY**

**PARENTS, TEACHERS, LEARNERS
CODE OF CONDUCT FOR WHS LEARNERS
CODE OF CONDUCT FOR HOSTEL LEARNERS**

DISCIPLINARY CODE

**GRIEVANCE PROCEDURES
DISCIPLINARY PROCEDURES
REGISTER OF TRANSGRESSIONS
DRUG POLICY**



WINDHOEK HIGH SCHOOL

CODE OF CONDUCT

