

Annexures



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Annexure A

School:

Learner Commitment

I,, a learner at School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

.....
Learner

.....
Parent/Guardian

.....
Date

B

Annexure B

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> littering excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School eating, drinking or chewing gum during any contact time (class and assembly) misconduct in an assembly entering an out of bounds area, classroom or passage without permission loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture failure to: <ul style="list-style-type: none"> submit an absentee note or exit notes by the stipulated deadlines return a library book by the due date, or 	<ul style="list-style-type: none"> vandalism interfering with another person's possessions/property without the owner's consent damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent racism: remarks/insults forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof intimidation by verbal or physical threat to harm the person or his property (bullying) swearing, lying or using obscene gestures verbal or non-verbal abuse disrespect or insolence insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or 	<ul style="list-style-type: none"> possession of weapons that can cause physical injury (knives, etc.) entering the School premises while under the influence of alcohol/drugs possession, copying, distribution, use or displaying of pornographic material assault with the intent to do grievous bodily harm truancy from School or leaving School grounds without the necessary permission taking part in any form of illegal strike action/meeting/campaign on School premises any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School 	<ul style="list-style-type: none"> use of weapons that cause physical injury (knives, etc.) possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance poisoning, or attempting to poison another person theft, robbery, breaking and entering malicious damage/injury to property of the School, staff members, fellow learners or any other person or body rape, attempted rape, or indecent assault physical assault that results in bodily harm sedition or inciting any form of illegal strike action/meeting/campaign on School premises Any offence punishable under common law

Table 1: List of offences per grade of offence (continued)

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> pay the fine for overdue book/s – attend an extra-mural activity's practice session without excusing himself – attend duty class – attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event – attend detention • continual interference with another learner which causes minor physical or mental discomfort • misconduct during detention • minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of jewellery • failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items • failure to wear the correct sports kit for a match or practice 	<ul style="list-style-type: none"> failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated) • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note • unacceptable hair styles, including bleaching or colouring • display of visible tattoos • using a cell phone as a means of communication during formal testing • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • copying of computer exercises, projects or any other work 	<ul style="list-style-type: none"> • violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners • reckless or negligent driving whether in School uniform or not, and whether on the School property or not • unreasonable repetition of a Grade 2 offence 	

Table 1: List of offences per grade of offence (continued)

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> • hitchhiking while in School uniform, formal or sport dress • disruptive behaviour in class • spitting in public • failure to: <ul style="list-style-type: none"> – do classwork set and submit homework – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class, relief, or to the exclusion room • use of offensive material to cover books or files • possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time • arriving late for School without an excuse note 	<ul style="list-style-type: none"> intended for the year mark • truancy from any contact time • possession or use of fire crackers • failure to attend an extra-mural activity fixture or function as a participant or official • any action which brings the School's name into disrepute • possession of offensive material, excluding pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a Grade 1 offence 		

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Grade 1: Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing 4. Dress code: Untidiness/unkempt appearance; School dress code not followed 	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and Principal's detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Principal's detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1 st offence: Special detention 2 nd offence: Special Detention 3 rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	1 st offence: Special detention 2 nd offence: Special detention 3 rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School property	1 st offence: Information disciplinary hearing, warning letter and special detention 2 nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 3: Offences	Recommended Corrective Sanctions
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking/drunken at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively (continued)

Grade 4: Offences	Recommended Corrective Sanctions
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

C Annexure C

School:

Written Warning

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

The above learner has breached the disciplinary code.

Date of offence:

Grade of offence:.....

Nature of offence:

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Learner's statement:

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Learner

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Teacher

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Witness

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Grade Head

.....
Date

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

D

Annexure D

School:

Final Written Warning

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Dates of previous warnings:

Grade of offence:.....

Nature of offence:

.....

Learner's statement:

.....

.....
Learner

.....
Teacher

.....
Witness

.....
Grade Head

.....
Date

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

E

Annexure E

School:

Notice of Disciplinary Hearing

Name of learner:.....

Learner ID number:

Subject:

Teacher:.....

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing:

Venue of hearing:

Time of hearing:.....

Date served:.....

The charge against you is as follows::

.....
.....
.....

Date of offence:

Nature of offence:

.....
.....
.....

Suspension from class

You are further advised that you have been suspended from class from:

Time:..... Date:...../...../.....

until

Time:..... Date:...../...../.....

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy and the signed copy must be kept and filed.

Rights of Learner facing Disciplinary Action

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

.....
Server

.....
Designation

.....
Learner

.....
Witness

.....
Date

F

Annexure F

School:			
Record of Disciplinary Hearing			
Venue:.....		Date:.....	
Present			
Capacity	Name	Designation	Section

Complainant (if applicable):	Learner:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 5px;">Witnesses for complainant</th> </tr> <tr><td style="padding: 5px;">1.</td></tr> <tr><td style="padding: 5px;">2.</td></tr> <tr><td style="padding: 5px;">3.</td></tr> </table>	Witnesses for complainant	1.	2.	3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 5px;">Witnesses for learner</th> </tr> <tr><td style="padding: 5px;">1.</td></tr> <tr><td style="padding: 5px;">2.</td></tr> <tr><td style="padding: 5px;">3.</td></tr> </table>	Witnesses for learner	1.	2.	3.
Witnesses for complainant									
1.									
2.									
3.									
Witnesses for learner									
1.									
2.									
3.									

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

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Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

<p>.....</p> <p><i>Learner</i></p>	<p>.....</p> <p><i>Teacher</i></p>
<p>.....</p> <p><i>Witness</i></p>	<p>.....</p> <p><i>Grade Head</i></p>

.....

Date

G Annexure G

School:

Lodging of Appeal (Review form)

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

Name of Appellant:.....

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

☐

The disciplinary measure imposed was not in line with the grade of offence.

☐

Disciplinary procedures were not followed.

☐

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

The following reasons are submitted in support of this appeal:

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.....

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.....
Date appeal lodged

.....
Appellant

[illegible]

[illegible]

