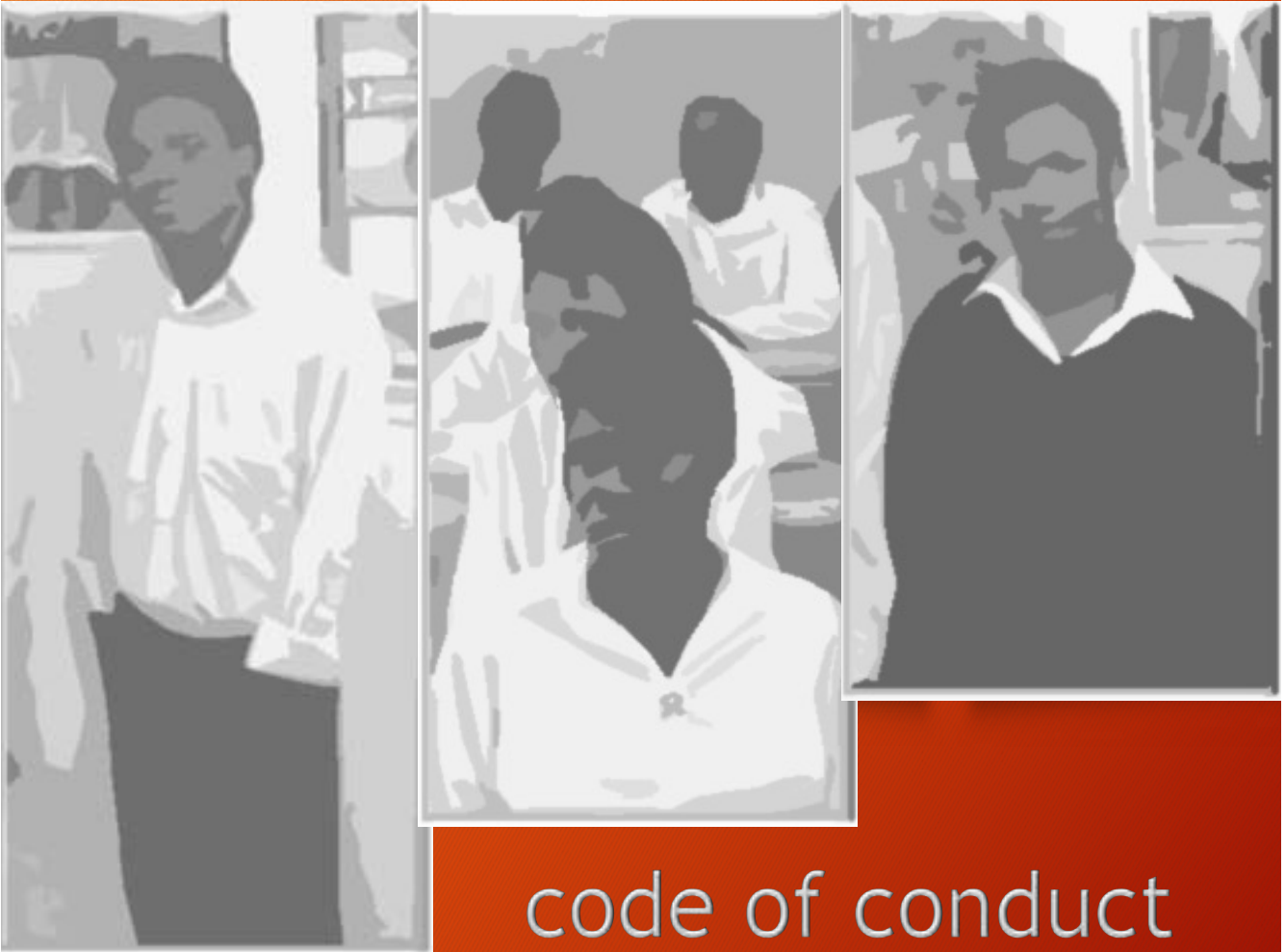


# LAERSKOOL FLEUR



- Annexure A: Learner Commitment
- Annexure B: Table 1: List of offences per grade of offence  
Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively
- Annexure C: Written Warning
- Annexure D: Final Written Warning
- Annexure E: Notice of Disciplinary Action  
Rights of Learners Facing Disciplinary Action
- Annexure F: Record of Disciplinary Hearing
- Annexure G: Lodging of Appeal (Review Form)



## TABLE OF CONTENTS

Annexure A: Learner Commitment .....	1
Annexure B: Category of Offences .....	2
Annexure C: Written Warning.....	11
Annexure D: Final Written Warning .....	12
Annexure E: Notice of Disciplinary Hearing.....	13
Learner Rights .....	14
Annexure F: Record of Disciplinary Hearing .....	15
Annexure G: Lodging of Appeal (Review form) .....	16
Notes .....	17



## Annexure A

### Learner Commitment

I, ....., a learner at Laerskool Fleur, understand the rules and:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the leaders, 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 classes regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other school staff.
- Contribute towards 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*



## Annexure B

### Category of Offences

	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
<b>General Rules</b>	<ul style="list-style-type: none"> <li>• Littering</li> <li>• Loitering in the toilets</li> <li>• Wasting water in school toilets and on school grounds</li> <li>• Loitering in or entering out of bounds areas</li> <li>• Chewing gum or having it in his/her mouth in classroom or during any official school activity</li> <li>• Bringing electronics to school without permission from teachers and the principal</li> <li>• Not returning school circulars/notes or letters signed by parents</li> <li>• Distributing pamphlets without permission from the principal and/or his delegates</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Refusing to obey a legal order from the principal, teacher, staff, or learner leader (in-subordination)</li> <li>• Showing disrespect towards any person on the school premises or on the way to and from school, while in school uniform (provided the person does not intend to harm them)</li> <li>• Exhibiting poor sportsmanship</li> <li>• Breaking rules during official school or extra-curricular activities</li> <li>• Sticking or placing gum on any part of school property and buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 2 offences</li> <li>• Breaking rules, cheating, unlawful conduct in competitions or activities with other schools</li> <li>• Performing actions that affect the school's good name</li> <li>• Arguing with a referee/umpire, or the person in charge of the activity regarding his/her decision</li> <li>• Committing plagiarism, forgery of documents, or fraud</li> <li>• Imitating parents, guardian, educators, or any other person's signature</li> </ul>		



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		<ul style="list-style-type: none"> <li>• Putting gum in the hair or any other body part, clothes or property of other learners or persons</li> <li>• Using the school's electronic and other equipment and internet resources and network, for anything other than school activities</li> <li>• Playing with fire extinguishers</li> </ul>			
<b>School and Class Attendance</b>	<ul style="list-style-type: none"> <li>• Arriving late for school or official school activities</li> <li>• Being absent from school or official school activities (Incl. sports, extramural activities, detention) without permission from parents and the school</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic offender</li> <li>• Frequent late coming (as recorded in the register). This is viewed seriously, as the learner loses valuable education time</li> <li>• Frequent Absenteeism without permission from parents. If the learner is absent without parents' knowledge, they are guilty of truancy and absconding</li> <li>• Leaving the school premises or absconding during school hours without permission</li> </ul>		



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
<b>School Work and Homework</b>	<ul style="list-style-type: none"> <li>• Not completing homework</li> <li>• Not completing classwork</li> <li>• Not completing GDE workbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> </ul>	<ul style="list-style-type: none"> <li>• Frequently or deliberately not completing schoolwork and/or homework</li> </ul>		
<b>Stationery</b>	<ul style="list-style-type: none"> <li>• Books/Readers not in class</li> <li>• Departmental books not in class</li> <li>• No stationery at school</li> <li>• Assessment file not returned</li> <li>• Project/Information/Materials/Research not in class</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Not looking after stationery/ Breaking stationery/ Cutting stationery into pieces</li> <li>• Playing with stationery in class when he/she should be working</li> </ul>			
<b>Uniform (Formal and Sports)</b>	<ul style="list-style-type: none"> <li>• Minor infringements of school uniform rules</li> <li>• Wearing unauthorized items</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Wearing the incorrect school uniform for all school-related activities</li> <li>• Wearing PE uniform (when learner does not have PE) without a valid letter from parents</li> </ul>	<ul style="list-style-type: none"> <li>• Persistently wearing the incorrect school uniform, even after he/she has been warned to follow the school dress code</li> </ul>		
<b>Classroom Misconduct</b>	<ul style="list-style-type: none"> <li>• Eating or drinking in class or at an official school activity without the teacher's permission</li> <li>• Being late for class after break</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Showing rude classroom behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic offender of category 1 – 2 offences</li> <li>• Showing misconduct during detention</li> </ul>		



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
		<ul style="list-style-type: none"> <li>• Refusing to identify him/herself when asked to do so by the principal, an educator, or a SGB member</li> <li>• Ignoring an instruction</li> <li>• Being insubordinate</li> <li>• Throwing objects in class</li> <li>• Willfully not attending class</li> <li>• Leaving the classroom without permission</li> <li>• Behaving in a disruptive manner in class, such as persistent singing, talking, humming, shouting, walking around, etc.</li> <li>• Refusing to work in class</li> <li>• Drawing or scribbling on own or others' work, or on books</li> </ul>	<ul style="list-style-type: none"> <li>• Writing or distributing obscene letters or drawings</li> </ul>		
<b>Official and Municipal School transport</b>	<ul style="list-style-type: none"> <li>• Disregarding orders from the person in charge, or breaking school rules</li> <li>• Hitchhiking while in school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic offender of category 1 offences</li> </ul>		



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
<b>Assessments and Exams</b>	<ul style="list-style-type: none"> <li>Talking during study sessions</li> </ul>	<ul style="list-style-type: none"> <li>Talking during formal assessments and exams</li> <li>Being dishonest during a spelling test</li> <li>Being dishonest in a mental math test</li> <li>Copying another's work</li> </ul>	<ul style="list-style-type: none"> <li>Repeated category 2 offences</li> <li>Being dishonest in assessments and exams</li> <li>Using crib notes or other aids that could give him/her an unfair advantage over other learners</li> </ul>		
<b>Conflict and Fighting</b>		<ul style="list-style-type: none"> <li>Going off in a huff with an educator, which can result in a charge of insubordination</li> <li>Interfering with a learner in a way that causes minor physical or mental discomfort</li> <li>Arguing in class or during a school activity, which disturbs the education process or another's right to learn</li> <li>Arguing with learners from other schools</li> </ul>	<ul style="list-style-type: none"> <li>Repeated category 2 offences</li> <li>Willfully hurting another learner</li> <li>Fighting (one or minor injury)</li> <li>Inciting confrontation (physical or verbal)</li> </ul>	<ul style="list-style-type: none"> <li>Fighting (mild injury)</li> </ul>	
<b>Bullying</b>			<ul style="list-style-type: none"> <li>Forcing another person to participate in an activity against his/her will</li> <li>Refusing to report bullying</li> </ul>	<ul style="list-style-type: none"> <li>Chronic offender of physical bullying over a period (proof must be provided)</li> </ul>	





	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
				<ul style="list-style-type: none"> <li>• Written or verbal bullying (including social media or apps. Proof must be provided)</li> </ul>	
<b>Cellphones and social media</b>	<ul style="list-style-type: none"> <li>• Using cellphones in classroom or during an official school activity</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Inappropriate conduct: social media challenges (minor participation)</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 2 offences</li> <li>• Inappropriate conduct: social media challenges (serious participation)</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate conduct: willfully instigating social media challenges</li> <li>• Abusing social media</li> </ul>	
<b>Mis-behaviour</b>	<ul style="list-style-type: none"> <li>• Misconduct at an assembly</li> <li>• Bringing/ trading, selling, swapping, displaying or demonstrating toys</li> <li>• Making excessive noise or behaving in an unruly fashion before school, during changeovers, during break and after school</li> <li>• Disrupting class and disturbing good order</li> <li>• Standing in doorways or corridors, and blocking them</li> <li>• Preventing other learners from learning and attending class</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Showing disrespect towards fellow learners</li> <li>• Swearing or using vulgar language (not directed at anyone in particular)</li> <li>• Lying or behaving dishonestly</li> <li>• Interfering with and using another's belongings without their permission</li> <li>• Spitting</li> <li>• Playing in the bathroom</li> <li>• Behaving recklessly</li> <li>• Attempting to leave the school grounds without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 2 offences</li> <li>• Showing disrespect or being rude to staff or visitors</li> <li>• Using violence or intimidation, force, threats, or passive resistance to disrupt or stop educational processes</li> <li>• Damaging another's property</li> <li>• Initiation/induction</li> <li>• Behaving in a dangerous manner</li> <li>• Hiding/interfering with others' property</li> <li>• Possessing prohibited or illegal items</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic Offender of category 1-2 offences</li> <li>• Smoking or Vaping</li> <li>• Vandalism</li> <li>• Setting fire to any material or product or part of the school premises during school activities without the principal's permission</li> <li>• Drawing graffiti on school or others' property</li> <li>• Inciting, initiating, participating in actions that can injure or endanger the safety of other learners</li> </ul>	



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
	<ul style="list-style-type: none"> <li>• Preventing normal pedestrian traffic or vehicle traffic</li> <li>• Disobeying the scholar patrol and road safety rules</li> </ul>	<ul style="list-style-type: none"> <li>• Making false alarms or inciting others to make false alarms</li> </ul>	<ul style="list-style-type: none"> <li>• Making false alarms that result in injuries or damage to property</li> <li>• Possessing any product that can cause a fire</li> <li>• Possessing any flammable object on the school grounds, or during school activities without the school's permission</li> <li>• Gambling</li> </ul>		
<b>Serious Misconduct</b>	<ul style="list-style-type: none"> <li>• Leader: Dereliction of duties</li> </ul>	<ul style="list-style-type: none"> <li>• Gathering or thronging together without permission from the principal or his delegates</li> <li>• Inciting or intimidating others to form illegal gatherings</li> <li>• Being in the presence of gang activities or members</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 1 offences</li> <li>• Brief physical contact</li> <li>• Discriminating, making racist remarks, belittling, being guilty of hate speech or libelous comments towards others and incitement thereof</li> <li>• Verbal, written, defamatory and vulgar or offensive and blasphemous language towards another</li> <li>• Making obscene and/or improper signs or gestures to others</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated category 2 offences</li> <li>• Physical contact: touching body parts of self or others inappropriately</li> <li>• Exposing or exhibiting own or others' body parts in an indecent manner</li> <li>• Pushing any other person around and injuring them</li> <li>• Threatening any learner, teacher or person with any weapon or object with the intent to harm them</li> <li>• Serious Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Continued very serious misconduct (3 times in a discipline year)</li> <li>• Possessing weapons or dangerous objects</li> <li>• Committing sexual assault</li> <li>• Committing physical assault</li> <li>• Being found guilty of theft and/or the possession of stolen goods. Stealing from other learners, teachers, or school property</li> </ul>



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
			<ul style="list-style-type: none"> <li>• Being guilty of vandalism</li> <li>• Threatening to assault any teacher, learner, or any other person</li> <li>• Blackmailing another learner, staff, or SGB member or offering to reward for blackmailing</li> <li>• Not reporting blackmailing</li> <li>• Placing gang identifying marks on, displays, posters, pictures, objects and any school or others' property</li> <li>• Willfully not attending detention (no excuse or arrangement from parents)</li> </ul>	<ul style="list-style-type: none"> <li>• Degrading another person by using derogatory language, as prohibited by SA law</li> <li>• Committing verbal and nonverbal abuse, swearing, slandering, scolding any other learner, teacher, or person</li> <li>• Sexual harassing or using indecent language, towards an educator or learner or any other person at the school</li> <li>• Theft</li> <li>• Smoking/Vaping on school grounds</li> <li>• Possessing or distributing pornographic or indecent material. Trading in these materials, purchasing, or receiving financial compensation for the materials. This applies when in school uniform, travelling to and from school, and at school activities</li> </ul>	<ul style="list-style-type: none"> <li>• Possessing and/or using drugs and illegal substances, materials, or products, and displaying and/or distributing these items to other learners</li> <li>• Manufacturing these illegal items or being in possession of equipment used to manufacture these items</li> <li>• Trading in and distributing these illegal items</li> <li>• Using and/or trading in these items while in uniform, on the way to and from school, in any form of public transport, during a school activity (even in ordinary clothes), or when he/she can be associated with the school</li> <li>• Even being in the company of any other person guilty of these transgressions</li> </ul>



	Category 1	Category 2	Category 3	Category 4 (Disciplinary Hearing)	Category 5 (Potential Criminal case)
				<ul style="list-style-type: none"> <li>• Committing physical or sexual harassment, such as inappropriate touching, groping, etc.</li> <li>• Having/using medication (without permission) or alcohol at school</li> <li>• Failing to comply with disciplinary actions</li> </ul>	<ul style="list-style-type: none"> <li>• Deliberately setting fire to or causing a fire on any part of the school premises, which can result in the learner being criminally charged</li> <li>• Making bomb threats constitutes a criminal offence</li> <li>• Participating in gang activities</li> <li>• Committing any other offence as stipulated in the SA Criminal Procedures Act</li> </ul>
<b>*SANCTIONS</b>	<ul style="list-style-type: none"> <li>• Verbal reprimand or warning</li> <li>• Demerits</li> </ul>	<ul style="list-style-type: none"> <li>• Demerits</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Written warning</li> <li>• Communication with parents (parent-educator interview)</li> <li>• Removal of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with parents (parent-educator interview)</li> <li>• Disciplinary hearing with the possibility of one, some or all of the following outcomes: suspension, written apology, community service</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Hearing/ Tribunal with the possibility of request for expulsion and/or criminal charges being laid</li> </ul>



## Annexure C

### Written Warning

Name of learner: .....

Learner's ID number: .....

Subject: .....

Teacher: .....

The above learner has breached the disciplinary code.

Date of offence: .....

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 the charges and action taken have been explained to him or her.



## Annexure D

### Final Written Warning

Name of learner: .....

Learner's ID number: .....

Subject: .....

Teacher: .....

The above learner has breached the disciplinary code.

Date of offence: .....

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 the charges and action taken have been explained to him or her.



## Annexure E

### Notice of Disciplinary Hearing

Name of learner: .....

Learner's ID number: .....

Subject: .....

Teacher: .....

**A formal disciplinary hearing will take place and you are obliged to be present:**

Date of hearing: .....

Venue of hearing: .....

Time of hearing: .....

Date served: .....

**The charge(s) against you is (are) as follows:**

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

Date of offence: .....

**Nature of offence:**

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

#### Suspension from class if applicable

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

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

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



## Learner Rights

### 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 a parent/guardian if you are under the age of 18.
- The right to ask questions in response to any evidence presented, or statements made by 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*





# Annexure F

## Record of Disciplinary Hearing

Venue: ..... Date: .....

Present			
Capacity	Name	Designation	Section

Complainant (if applicable):	Learner:
Witnesses for complainant	Witnesses for learner
1.	1.
2.	2.
3.	3.

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

Nature of offence:

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

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

.....  
*Learner*

.....  
*Teacher*

.....  
*Witness*

.....  
*Grade Head*

.....  
*Date*



## Annexure G

### 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 of the hearing).

Name of Applicant: .....

The appeal is made on the following grounds (the relevant boxes 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:

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

.....  
*Date appeal lodged*

.....  
*Appellant*





## Notes

A series of horizontal dotted lines for writing notes.